



Application Information

Presentation Childhood Learning Center

Where academics meet fun! fun! fun!

New Family Information Packet

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Dear Preschool Parent(s)

Thank you for your interest in Presentation Childhood Learning Center. This packet includes general information about Presentation Childhood Learning Center (PCLC) including: program offerings, a little about us, tuition information and scholarship opportunities to help decide if PCLC is a good fit for your family. We are celebrating 25 years of experience with educating children in the greater St. Paul and Western Wisconsin area. We offer a comprehensive curriculum and specialize in providing these experiences to your child, for your child and in the manner that your child learns best. PCLC's exceptional value programs include several specialists including WWJD (What Would Jesus Do?) and Nature Club. Our highly qualified teachers and support staff embrace each child and the families we serve. Our family-friendly atmosphere provides flexibility and unique learning opportunities to nurture your child's social/emotional, physical, cognitive and spiritual development. You give your child roots, we help with their wings.

The inquiring minds of our young children inspire our curriculum. They provide the framework in which our teachers design the many varied unique learning opportunities that serve as exceptional development opportunities for their exceptional development. What happens at preschool matters a lot. Research shows that preschool can be a partner in preparing your child for success in school and in life. Our curriculum works with you asks you to partner with us on this exciting school journey that is just beginning.

Please visit our website, and come for a personal tour. We look forward to meeting and your preschooler.

Sincerely,

Lyn Haselmann
Director



Program offerings and “Add-on” programs for 2012-13

Toddler Program:

* My School – Offered for children 18 month – 3 years and not enrolled in preschool. It meets one evening per month during the school year.

Preschool Programs:

* Full Day Preschool School Year-Operates Labor Day through the first week of June. Programming features morning preschool and child care for working parents or families seeking all day programming. Care may be contracted for up to 10 hours per day.

* Preschool Core-Meets Monday through Friday from 8 AM – 3 PM. Preschool Core follows *the school calendar* and operates Labor through Memorial Days. Extended care is available for children on days that Presentation of Mary is not in session. Preschool Core is offered 5 days per week.

* Community Preschool is offered 2 or 3 days per week in the morning or 3 days per week in the afternoon. Curriculum includes all academic areas and has a strong socialization component. Community Preschool follows the school calendar and operates Labor through Memorial Days. Please note that the PM class will only operate if a minimum of 13 children are enrolled by 8/1/2012.

* Reading Rhymes and Rhythm is a Pre-kindergarten program offered 5 mornings per week. RRR features a strong academic component. All curriculum areas are covered. Reading, handwriting and literature are emphasized in this class. RRR follows the school calendar and operates Labor through Memorial Days.

* Full Day Preschool Summer Program-This exceptional program operates with a regular or flex-schedule during June, July and August. Preschool students can come for the whole summer or on an as needed basis. Programming features weekly fieldtrips and excursions.

Preschool “Add-On” Options

* Children enrolled in the Community Preschool or Reading Rhymes and Rhythm class may contract for an extension to their regular day in the Full Day Preschool Program. Enrollment for the extension slots is available on August 20 at 12:00 PM. If there is a greater number of children interested in the extension slots, than slots available, enrollment will be offered based on the date that the original application was received.

* Add On’s include-Lunch Bunch 11:30 AM – 12:45 PM, before school (as early as 6:30 AM – start of class), or after school (after class-as late as 6 PM). This add-on may be contracted on a regular scheduled or non-regular schedule.

School Age Program Offerings (for children kindergarten through sixth grade).

* Before or After School Care-is available 6:30 AM – 8:20 PM and 3:00 PM – 6:00 PM. It is available to all students regardless of which school they attend. Transportation to PCLC is arranged privately.

* Extended Care-Is offered to children when Presentation of Mary School is closed. It is available to all community children, pre-registration is required. Extended Care dates are available on our website.

* Full Day Summer programming is offered to children kindergarten through 6th grade. Flexible scheduling is offered. Programming features weekly excursions and many options for your child and your family needs.

Presentation Childhood Learning Center (PCLC) is a non-denomination Christian center and a ministry of Presentation of Mary Catholic Church. Our programs are designed to encompass all areas of your developing child. For more information or to arrange a tour of our facilities call 651-770-3093 or email ehaselmann@presentationofmary.org. Presentation’s Childhood Learning Center is located off of the lower parking level (door S10); enter at Larpenteur Avenue or Prosperity Avenue.



A Little about Presentation Childhood Learning Center

Some things that make us an exceptional Preschool and Pre-Kindergarten...

Family Friendly

PCLC is a non-corporate, family-friendly ministry of Presentation of the Blessed Virgin Mary church. We partner with the families we serve to meet the needs of each individual child. We believe that families give children their roots and we help with the wings. We have been serving preschoolers in the St. Paul area to Western Wisconsin for over 25 years. Our roots in area and dedication to this community run deep. We have a variety of programs to meet your child's early childhood education and your family's scheduling necessities. If you need something, let us know. We will try to fit your desire with our offerings.

We Know Why We Teach What We Teach

Preschoolers are exceptional. Inquisitive preschool minds inspire our real hands-on curriculum. Our highly qualified staff, capture the intrigue and develop experiences that reach your child's interest level. Scaffolding, or building on these experiences help us make sure that each child's demand for knowledge is met. Building a block tower is so much more than it appears. Building with blocks presents opportunities for children to exchange ideas, improve eye-hand and small muscle coordination, and promote a concrete understanding of sizes, shapes, numbers, order, area, length, patterns, and weight. Our teachers know this, and use this information to promote the development. Their exceptional teaching experiences turn simple block towers into a comprehensive learning bonanza.

Exceptional Value Programming

It's not often that preschool programs offer more than preschool. We do. Our staff is full of people who have passion for early childhood education and promoting their niche in the field. Nature Club and WWJD (What Would Jesus Do) are included in your child's regular programming and tuition. We also offer Discover Music as an option for families who wish to add this convenience for a nominal fee.

These are a few things that set us apart from other preschool programs. Together we can partner in early childhood education. Visit, enroll, and experience the "PCLC" difference.



Enrollment Procedure, Dates, Tuition and Fees

To enroll your child at Presentation Childhood Learning Center, please visit! We want to make sure PCLC is a great “fit” for your family and your young child. Additionally, complete an application form and submit \$50 *non-refundable* application fee. Our order of acceptance is as follows: currently enrolled students, their siblings, parishioners of Presentation of Mary, and the community. A non-refundable deposit will be due by March 4th, 2011 to hold your child’s placement. This payment will be applied to the May 2012 tuition only. This deposit is non-refundable regardless of child’s attendance. The child’s parent/guardian will also need to submit a comprehensive File Folder including a Health Care Summary and Immunization Record. This File Folder will be given to the parent/guardian upon acceptance into PCLC’s program.

Important Dates

January, 2012

- ✓ Applications accepted from *current students* for 2012-13 January 23rd and 24th
- ✓ Applications accepted from current and former student *siblings*, January 25th
- ✓ *Open House* to view Presentation Childhood Learning Center January 29th 11:30 AM -1PM includes a pancake breakfast from 8 AM – 12 PM. Enter door S10 to visit the Learning Center.
- ✓ Applications accepted from new *parishioner families*, January 26th
- ✓ Applications accepted from the *community* beginning at 11:30 AM on January 29th at our Open House.

February, 2012

- ✓ February 24th, *estimated scholarship award notification*

March, 2012

- ✓ March 2nd, \$100 *deposit toward May 2013’s tuition* is due. This deposit will be deducted from your tuition in May of 2013 only. The deposit is *non-refundable*.

June, July, 2012

- ✓ Visit us at our *play dates*! Watch your email/mail for information about our once per month play date here at PCLC. A great opportunity to meet new classmates and their families.
- ✓ *Supply list and first day information* is sent home

August 2012

- ✓ Come for the last *play date* (date and time TBA)
- ✓ *Classroom Orientation* Tuesday, August 28th in the late afternoon/early evening. Watch for information about your specific time.

September 2012

- ✓ September 11th, Curriculum Night from 6:00 PM – 7:30 PM at PCLC, *parent only event*.



TUITION PRACTICES

A non-refundable application fee is required at the time of registration. A non-refundable re-enrollment fee is due yearly. A non-refundable deposit is due by March 1 which will be applied to your May tuition of the following year only. Tuition rates will typically be amended at the beginning of September. The new rates are published in the early spring. Parents are encouraged to review these rates to obtain the best rate possible. Combining hourly and daily rates is not allowed.

Tuition fees for preschool programs are to be paid via a tuition management program. You will receive information in the mail about how to set up your tuition via our tuition management company. Each family is responsible for the yearly tuition regardless of their child's attendance.

Scholarship Information- Scholarship funds may be available to families who need assistance with tuition. This may be ongoing support or temporary help due to a change in circumstances for the family. If you would like to apply for a scholarship, please complete the scholarship application form and return it with your PCLC application for enrollment. A new request for scholarship will need to be made for each school year. Scholarship funds are made possible by the Panther Pride Benefit Auction.

Additional Fees-

Additional fees may be applied for specific curriculum (about \$8),
Classroom Auction Project (about \$5),
Yearly Activity Fee (\$50 per school year)

Incentives Offered-

If a new family enrolls at PCLC because of your recommendation, we will credit your tuition account \$10.
Agree to display our yard-sign and we will credit your tuition account \$20.

General Information- Tuition will remain the same throughout the school year, even when we are closed for a holiday, inclement weather or any other reason. Tuition will increase if your child attends Extended Care or if you need to add on additional care or activities. Termination of the program by a parent must be preceded by a two-week written notice. Vacation requests are granted to children enrolled 5-days per week in the Full Day Preschool, or School Age Care program. Vacation requests must be written and made at least one-week in advance. Failure to make a timely payment will result in the termination of services offered by Presentation Childhood Learning Center. Activities including music class are additional fees. All preschool tuition needs to be paid via the tuition management program selected.

TUITION PRACTICES- Additional information regarding tuition practices can be found in the registration packet and in our parent policy guide. Please call with specific questions.





Presentation Childhood Learning Center Scholarship Application

School Year 2012-12- Please complete in entirety. Incomplete applications cannot be processed.

Child's Name: _____ Class Preference: _____

Parent(s)/Guardian(s) _____

Address _____

Email _____

PCLC returning family: Yes _____ No _____

Household size (including parents/guardian and all dependent children)

2011 Household Income _____ 2012 Estimated Household Income _____

_____ Documentation Enclosed

A copy of your 2011 1040 Tax Form (indicating adjusted gross income) is required. *Scholarships cannot be awarded without completed paperwork and supporting documents.*

How much scholarship would make it possible for your family to attend PCLC? _____

Please comment on any special circumstances that affect your need for tuition assistance. _____

Is there any other information you would like us to know? _____

Do you or your family have any areas of expertise you could share with PCLC?

I hereby certify that all of the above information is true and correct. In addition, I understand that PCLC may verify the information on this application.

Signature of Parent(s)/Guardians(s) _____

The information on this application will be kept confidential.

Office use: Date received: ____/____/____ Initials ____ Scholarship Granted: ____ Amount: ____