



ZELIENOPLE PRESCHOOL at Calvin Presbyterian Church REGISTRATION INFORMATION 2022-23 School Year



The Zelienople Preschool (previously Zelienople Nursery School) was established 55 years ago. Many of our former students now send their own children to ZP and we are proud of our reputable history and the successful foundation we have helped to provide within the community. We are affiliated with Calvin Presbyterian Church in Zelienople. We are state-licensed and our teachers are state-certified and have all required clearances. We are happy you are interested in being part of the ZP family and welcome you to get to know us better. Please feel free to contact the school and/or staff with any questions you may have.

Zelienople Preschool
Attention: Registration
415 East Grandview Ave
Zelienople, PA 16063

Other forms of contact:
724-452-7560 ext. 13
Email: zp@calvinchurchzolie.org
Website: www.ZeliePreschool.com

Our Programs

3-Year-Old Program

(Must be 3 & fully potty-trained by Sept. 1, 2022)
Up to 16 students per class/1 teacher & 1 aide
*3 AM Class – 9:30-11:30
Thursday & Friday
*3 PM Class – 12:30-2:30
Thursday & Friday
3's Monthly Tuition (2 days/week) is \$105

Transitional 4-Year-Old Program

(Must be 4 & potty-trained by Sept. 1, 2022)
[Geared toward children with no previous preschool experience or those with Spring or Summer 2018 birthdays]
Up to 12 students per class/1 teacher & 1 aide
*T-4 AM Class – 9:00–11:30
Tuesday & Wednesday
T-4's Monthly Tuition (2 days/week) is \$115

4-Year-Old Program

(Must be 4 & potty-trained by Sept. 1, 2022)
Up to 19 students per class/1 teacher & 1 aide
*4 AM Class – 9:00–11:30
Monday-Wednesday
*4 PM Class – 12:30–3:00
Monday-Wednesday
4's Monthly Tuition (3 days/week) is \$125

School Year: You will be provided with a school calendar a few weeks prior to the start of school. School will begin close to Labor Day and end prior to Memorial Day. We closely follow a typical public school year calendar.

Immunizations: All children are required to be immunized and submit a current immunization document. We do not accept Immunization Waivers. (Covid-19 immunization will be subject to current practice as of Sept. 1, 2022 and as mandated by the state of PA regulations, if applicable.)

Tuition: All families are required to sign a Tuition Contract so that you understand our procedures and penalties. Please see our Tuition Contract for further details regarding tuition policies and procedures.

Registration Process – Please Read All Steps

Step 1: Upon receipt of registration form & fee, your child will be issued a *Temporary Position* in a class.

You will be notified when your child has secured a position in one of our classes. If the requested class is filled, you will be contacted about enrolling in another class and/or joining the waiting list.

- Submit Zelienople Preschool Registration Form, Volunteer Form, Student Information Form, & signed Tuition Contract (pages follow). Please print only from a laptop. The form layout is not compatible from a mobile device.
- Submit \$50 Non-Refundable Registration Fee payable to “Zelienople Preschool” (please note: “Registration” in Memo Field)

Step 2: Upon receipt of Proof of Immunization, your child’s spot will be considered a *Confirmed Position*. This MUST be submitted by May 1st or your child’s registration will become void and invalid.

- Submit Doctor’s Signed Immunization Form (any doctor-issued form is acceptable)
Please Note: ALL students MUST be immunized. We DO NOT accept Immunization Waivers. See note above regarding Covid-19 vaccines.

Step 3: Upon receipt of 1st tuition payment, your child’s spot will be considered a *Permanent Position*. This MUST be submitted by August 1st or your child’s registration will become void and invalid.

- Submit 1st tuition payment (Please see above for the correct amount. Payments can be sent to the above mailing address, marked “Attn: Treasurer”).

We’re looking forward to having your child and family as part of the ZP family. If you have any questions regarding our program please feel free to contact us.

**(This page blank for printing. Please
continue to the following pages.)**



ZELIENOPLÉ PRESCHOOL REGISTRATION FORM 2022-23 School Year



Preferred Class: 3-Year-Old (Must be 3 by September 1, 2022) AM ___ PM ___ No preference ___ Waitlist OK ___
(not guaranteed)

Transitional 4-Year-Old
2 days/week (Must be 4 by Sept. 1, 2022) AM ___ PM ___ No preference ___ Waitlist OK ___

4-Year-Old
3 days/week (Must be 4 by Sept. 1, 2022) AM ___ PM ___ No preference ___ Waitlist OK ___

Child's Name _____
(Last) (First) (Middle)

Birthdate _____ (circle one) **Male** **Female**

Contact Email(s) _____

Address _____
(Street Address) (City & State) (Zip Code)

School District Child Resides In/Will Attend _____

Child Resides With: Both Parents Together ___ Mom ___ Dad ___ Split Custody ___

Guardian (please detail) _____

Primary Parent Contact Name _____ Phone _____

Secondary Parent Contact Name _____ Phone _____

Emergency Contact #1: Name & Relationship _____

Phone(s) _____

Emergency Contact #2: Name & Relationship _____

Phone(s) _____

**** I hereby grant permission to send my child to the closest hospital, in case of emergency, with notification by the school. I assume responsibility for payment of all emergency services in this event.**

(signature) Date _____

****I agree that the School Employees and Board Members shall in no way be held responsible or liable for any injuries suffered by my child while engaged in school activities.**

(signature) Date _____

How did you hear about our school? _____

Has any other family member attended our school (or Zelienople Nursery School)? _____

Registration Fee is \$50 (Non-Refundable)
Fee MUST accompany this form in order for registration to be considered complete.

Please return completed registration forms & fee payable to ZP:
Zelienople Preschool
Attn.: Registration
415 East Grandview Ave.
Zelienople, PA 16063





ZELIENOPLE PRESCHOOL
at Calvin Presbyterian Church
REGISTRATION INFORMATION
VOLUNTEER FORM
2022-23 School Year



The Zelienople Preschool is a non-profit organization, dependent upon volunteers. We are grateful for interested, caring parents who volunteer their time, effort and/or talents to help our school in a variety of ways. ***You will not regret getting involved at an early age in your child's activities!*** This offers many benefits to both parents and children.

Parent Name _____ Phone # _____

Child's Name _____ Email _____

All volunteers are required to have clearances. The Zelienople Preschool will assist with forms and cost of clearances.

Please read the following information and fill in the form below, checking the appropriate place(s) you may be ***interested*** in volunteering. **This is not a solid commitment.** We will have a current board member contact you for more information.

_____ **SCHOOL BOARD** - The school is administered by a Board of Directors. The Board meets approximately 5-9 times per year. This is a great way to meet other parents and to get involved in your child's schooling. New members are provided with much assistance and guidance. We also offer an opportunity to "shadow" another board member first to "learn the ropes" and see if it is a good fit for you. **Positions include: President, Vice President, Secretary, Treasurer, Room Parent Coordinator, Registration, Fundraising, Special Events, Public Relations, Church Liason.**

_____ **ROOM PARENTS** – Room Parents work with the other parents & caregivers within your child's class. Room Parents are the liaison between the teachers, the Board, and parents from your child's class. You will help with communication between these parties, as well as helping to plan special events both during and outside of class. The Board will offer guidance and support for this position, as needed. No attendance at meetings is necessary.

_____ **TEACHER SUBSTITUTE** – We occasionally need a substitute to fill in for our teachers in case of absence. This requires a current teaching certificate and other necessary clearances. Substitute teachers are paid per diem.

_____ **TEACHER'S AIDE SUBSTITUTE** – We occasionally need a substitute to fill in for our teacher's aide in case of absence. This requires previous experience with children and other necessary clearances. Substitute teacher's aides are paid per diem.

_____ **I am not sure.** Please contact me so I may talk to someone to get more information and will make a decision after that time.

_____ **I would not like to volunteer for any position at this time.**

_____ I have another talent or interest which may be useful. _____

***The Zelienople Preschool Board of Directors would like to take this opportunity to express our appreciation to all the parents who volunteer their help in so many ways!
 We couldn't do it without you.***





ZELIENOPLE PRESCHOOL
at Calvin Presbyterian Church
REGISTRATION INFORMATION
STUDENT INFORMATION FORM
2022-23 School Year



Student's Full Name: _____

Date of Birth: _____ **Class:** ___ 3 AM ___ 3PM ___ 4 AM ___ 4PM

Name you'd like your child to primarily be called (ex: Johnny or Johnathan?): _____

I believe my child is _____ Right-handed _____ Left-handed _____ Uses Both _____ Not Sure

Child lives with _____ Both _____ Split Custody _____ Mom _____ Dad _____ Guardian

Have you had a child attend **our** school before (or yourself)? If so, who?

Has your child had **any previous preschool** or other learning experience(s)? _____ Yes _____ No

If so, where/what type, etc. _____

Names & Ages of Siblings (as of Sept. 1, 2022): _____

Parent/Guardian 1: _____

Occupation/Employer: _____

Parent/Guardian 2: _____

Occupation/Employer: _____





ZELIENOPLE PRESCHOOL
at Calvin Presbyterian Church
REGISTRATION INFORMATION
STUDENT INFORMATION FORM
2022-23 School Year



Please note any **food allergies** or other allergies we may need to be aware of _____

If your child currently has an **IEP** in place or is currently **receiving early intervention services**, please describe here. (Type of services, diagnosis, current provider, etc.) _____

If you have any **specific** concerns about your child's learning abilities or developmental delays, please describe here. _____

If your child was a **preemie**, has had or is currently experiencing any significant health issues which may impact their physical or cognitive development, or has any other special needs please describe here.

Please describe any **significant family situations** of which you think we should be aware (custody issues, recent death, other family changes or unique living situation, etc.) _____

Any other information you think we should know about your child _____





**ZELIENOPLE PRESCHOOL
2022-23
TUITION CONTRACT**



I hereby enroll my child (Name) _____ in the Zelienople Preschool at Calvin Church and agree to pay the full tuition amount in accordance with the terms stated herein in a timely manner, incurring all stated fees in the event of delayed payment. I understand that my child will not be permitted to attend school if my account is not up-to-date.

- **Tuition for the 3-year-old class:** Tuition is at a rate of **\$105.00 per month** September through May. This is a total of \$945 for the entire school year. Each month's payment is due the first of the preceding month, with the exception of September's tuition, which is due August 1. (ie: tuition for October is due September 1st and tuition for May is due April 1st, etc.)
- **Tuition for the 4-year-old class:** Tuition is at a rate of **\$125.00 per month** September through May. This is a total of \$1125 for the entire school year. Each month's payment is due the first of the preceding month, with the exception of September's tuition, which is due August 1. (ie: tuition for October is due September 1st and tuition for May is due April 1st, etc.)
- **Late Payment:** We will offer a small grace period for payments, to allow for schedule conveniences, as long as late payments do not become a recurring problem. However, in the event that the monthly payment is not received **by the 5th of each month** (a 5-day late allowance), I will be charged a \$5.00 late fee. If the tuition is not paid by the last day of the month, my/our child will not be permitted to attend school until both the late fee and the monthly tuition payment are paid in full or a payment plan is made with the Board of Directors. (Please note, this may mean that two months' worth of tuition is due together.) For recurring offenders, after 2 months of paying the \$5.00 late fee, this amount will increase to \$10.00 each subsequent month I am late. In the event tuition is not paid by the end of the month, a payment plan must be made with the Board of Directors to cover all monies owed to Zelienople Preschool at Calvin Church and to insure continued enrollment of my/our child. Any check returned from our bank is subject to a \$30.00 NSF charge.
- **Withdrawal:** If a child is withdrawn from school for any reason, a written notice of the withdrawal must be submitted to the school. If written notice is given by the 15th of the month, the month's tuition will be refunded. If we are given less than 2 weeks' notice, then the following month will not be refunded. Example: If notice is given by September 15th, the tuition collected on September 5th (October's tuition) will be refunded. If notice is given after September 15th, then it will not be refunded.

Because your monthly payment is an installment of the total tuition, there is no adjustment of tuition when my/our child is absent from school or for school holidays or school cancellations.

I hereby request to enroll my child in the following class and understand that I am responsible for the full tuition and any other fees or fines levied by the Board of Directors of Zelienople Preschool and/or Calvin Church.

_____ 3-year-old class @ \$105 per month tuition _____ 4-year-old class @ \$125 per month tuition

**There is a sibling discount of 10% for the second sibling from a household if attending in the same year.*

_____ Date: _____
(Legal Signature of Financially Responsible Parent or Guardian)

_____ Phone: _____
(Printed Name of Financially Responsible Parent or Guardian)

**The parent or guardian of the child enrolled must sign this contract.
A copy of this contract will be returned to you at the onset of the school year.**

***Please Note: If your child also enrolls in a Pre-K or Enrichment Class, there will be a separate contract & fee for that class.*