**Enrollment Packet for 2024-2025**

Thank you for your interest in our wonderful preschool program at Ascension Episcopal Day School. Please see below for all of the information needed to enroll your child into our preschool program. If you have any questions, please feel free to reach out.

**Enrollment Schedule:**

January 5-11: Registration is open for current families

January 12: Waitlist Enrollment

January 16: Registration opens to the public

Class placements are given on a first come, first serve basis, so get your enrollment forms in quickly to ensure your child gets the schedule you prefer!

**Included in this packet:**

* Basic Information for 2024-2025
  + Hours/Schedule/Class Options
  + Tuition/Fees
  + Extended Day Options
  + School Calendar
* Enrollment form for 2024-2025
* Early-Bird Enrollment Form
* Aftercare Enrollment Form

A registration packet will be sent to all enrolled students mid-June. This packet will include the other necessary forms and updated information to begin the 2024-2025 school year in August. All enrolled students will need an updated immunization form on file by the first day of the school year.

**School Hours/Schedule**

Our normal school hours will continue to be 9:00-1:00 each day. Morning carpool will run from 8:50-9:00 and afternoon carpool will run from 12:50-1:00.

Our Babies, Toddlers, and 2K families have the option of sending their children 2 days, 3 days, or 5 days a week. Our 3K families have the option of a 3 day or 5 day a week schedule. 4K students attend all 5 days.

Our 3-day option will be **Tuesdays, Wednesdays, and Thursdays** for next year. For those choosing a 2-day option (babies through 2K), you have options of which 2 days you would like your child to attend. You will see on the enrollment form a place for you to place your first, second, and third choice for your schedule preferences.

**Class Placement**

Children enrolled in the preschool are assigned to classrooms based strictly on their age as of September 1, 2024. For age groups with more than one classroom/teacher option, every effort is made to make the best placement for your child. Age, gender, class size, personality, and staff recommendations are reviewed before teacher placements are made. Specific classroom requests cannot be guaranteed. We anticipate the following classroom groupings for the 2024-2025 school year.

Babies (Caterpillars) - 6 -14 months

Toddlers (Butterflies) – 14 months (and walking) – 2 Years

2K - 2 years old by September 1

3K - 3 years old by September 1

4K - 4 years old by September 1

Students entering the 3K and 4K classes must be potty trained. We understand that accidents happen and teachers are prepared to deal with those circumstances, but we expect all children in these classes to be mostly independent with their potty skills at the beginning of the school year.

**Teacher: Student Ratios:**

It is our main priority to maintain a small teacher to student ratio in our classroom. I believe that is what makes AEDS an exceptional program. A small teacher to student ratio awards children with one-on-one interactions with their teachers, helping them feel nurtured as they navigate school for the first time.

Class ratios are as follows:

Babies - 1:3

Toddlers – 1:4

2K - 1:7

3K - 1:10

4K - 1:10

**Tuition and Fees**

**Registration Fee:**

A $200 registration fee is due within one week of the submission of your registration form. Your child’s class placement will be not held if the enrollment fee is not paid within the one-week grace period and your spot will be forfeited to the next person on the waitlist. If you would prefer to pay the fee online, please check the box on your enrollment form that indicates you would like me to charge your Brightwheel account. Otherwise, please send a check made out to “AEDS” through your child’s backpack or drop it off at the church office.

**Supply Fees:**

Your supply fee is determined by how many days a week your child attends school. The supply fee covers basic classroom supplies, curriculum supplies, and cleaning supplies for the school. Your annual supply fee will be due **July 1, 2024**.

**2 Days Per Week: $120**

**3 Days Per Week: $150**

**5 Days Per Week: $200**

**Tuition:**

Tuition rates are determined by the annual cost of paying our wonderful teachers, as well as other operating costs of the preschool. You have several payment plan options for paying your tuition. Tuition costs for each payment plan are broken down on the back of your enrollment form for your convenience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGE** | **Attendance** | **Paid In Full** | **Paid per Semester** | **Paid Monthly** |
| Babies-2K | 2 Days | $2,600 | $1,300 | **$260** |
| Babies-2K | 3 Days | $3,100 | $1,550 | **$310** |
| Babies-2K | 5 Days | $4,400 | $2,200 | **$440** |
| 3K | 3 Days | $3,000 | $1,500 | **$300** |
| 3K and 4K | 5 Days | $4,000 | $2,000 | **$400** |

**Payment Plans for Tuition:**

1. **Full Payment Plan**

Families may pay tuition **in full by August 2, 2023**

1. **Two-Payment Plan**

Families may pay tuition in **two equal installments due on August 2, 2024 and January 2, 2023**.

1. **Monthly Payment Plan**

Families may pay tuition in 10 equal installments from August 2, 2024 – May 2, 2025.

**Sibling Discount:**

Families with multiple children at AEDS will enjoy a $100 tuition discount applied to their youngest child’s annual tuition. If the family utilizes the 10-month payment plan, the discount will be applied as a $10 discount each month. The sibling discount only applies to tuition.

**Making Payments:**

All fees and tuition can be paid through Brightwheel or via check made out to “AEDS.” ALL charges and payments will be entered through the Brightwheel app so that you automatically receive a payment receipt and you have access to a record of your payments.

Brightwheel offers an auto-draft option so that you never miss a payment. Late tuition payments will incur a $10 late fee after 10 days late, unless arrangements have been made otherwise. Please ensure you make all payments by the due date.

Brightwheel does charge a 2.95% processing fee for payments made with cards. It is only 0.6% with a $2 max. processing fee for bank draft.

**Extended Day Options**

**Early Bird Drop Off**

New this year! Early-bird drop off affords parents the opportunity to drop their children off before the regular school hours begin. “Early Birds” is available for all AEDS students. Children will participate in quiet activities with AEDS teachers during this time. Parents can drop their child off any time between **8:00-8:50**. Quiet activities may include puzzles, coloring sheets, and the occasional movie. Children are welcome to bring breakfast with them.

The enrollment form for Early Birds is included in this packet. If you do not wish to enroll in consistent early drop off, a drop-in option will be available. Please indicate if you anticipate using the drop-in option so that we can better gauge the number of staff needed

**Schedule/Cost:**

2 days per week: $75/month

3 days per week: $100/month

5 days per week: $150/month

**Aftercare**

Aftercare is a great way for your child to spend an extra hour of playtime at school (and for you to get an extra child-free hour!) Aftercare is ideal for our **3K-4K students** and will be offered each day from **1:00-2:30**. The enrollment form for aftercare is included in this packet. If you do not wish to enroll in consistent aftercare, a drop-in option will be available. Please indicate if you anticipate using the drop-in option so that we can better gauge the number of staff needed for aftercare.

Aftercare fees will be included on your child’s monthly tuition statement.

1 day a week: $75per month

2 days a week: $100 per month

3 days a week: $125 per month

4 days a week: $150 per month

5 days a week: $175per month

Drop-in day: $25 per day

**School Year Calendar**

The following page shows tentative dates for the 2024-2025 school year. We follow the Vestavia City Schools calendar in regards to school closures including holidays, in-service days, and inclement weather. A final and updated calendar will be sent home with the June registration packet, but this calendar will give you an idea of the main events (first day, etc.).

**2024-2025 Calendar**

**August:**

8/12-8/13: Teacher Work Days

8/14: Meet the Teacher Day

8/15: First Day of School

**September:**

9/2: No School - Labor Day

9/3: First day of Aftercare

**October:**

10/11-10/15: Fall Holiday/No School

10/31: Halloween Parade

Halloween Parties

**November:**

11/11: Veteran’s Day – No School

11/21: Thanksgiving Feast @ 12:00

11/22: No Aftercare

11/25-11/29: Thanksgiving Holidays

**December:**

12/13: 4K Polar Express Day

12/19: Happy Birthday, Jesus Party

12/20: Early Dismissal @11:00

12/23 - 1/2: Christmas Holidays

**January:**

1/6: Teacher Workday

1/7: School Resumes

1/10: 2025-2026 Registration begins

1/20: No School - MLK Day

1/30: 3K Manners Breakfast

**February:**

2/17: No School - Presidents Day

2/28: 4K Circus

**March:**

3/24-2/28: Spring Break

**April:**

4/18: Incl.Weather Day - No School

4/21: Easter Monday – No School

4/24: 3K and 4K Music Program @5:30

**May:**

5/8: Art Show and Trikathon: No AC

5/14: School-Wide Pizza Party

5/15: Last Day of School

4K Graduation (10:30 am)

5/16: Teacher Work Day