



APPLICATION PACKET

2014 – 2015 School Year

For Families Not Currently in the MDO or Preschool Program

Saint Michael Preschool Application Packet

Table of Contents

Infant-2s Information	Page 3
3-5 year old Information	Page 4
Program Membership Status	Page 5
Tuition Policies	Page 5
Checklist of Dates and Deadlines	Page 6
Application Form	Page 7
Verification of Program Member Status	Page 8
Commonly Asked Questions	Page 9

Please read this packet in its entirety before completing application forms found on page 7 and 8.

Questions regarding the SMP school programs should be directed only to Katie Riley, Director, or Barb Wynn, Assistant Director, at 214-361-1224. Any other information may not be accurate.

SAINT MICHAEL PRESCHOOL

The philosophy of the Saint Michael Preschool is to provide a safe, loving environment full of quality educational activities for the youngest children of our church, thus providing them with an early, positive experience of God and church and enabling their families to become integrated into church life.

Mother's Day Out Information

Saint Michael offers a Mother's Day Out (MDO) Program for children 6 months through 2 years of age. Dedicated teachers offer fun, creative, developmentally appropriate, multi-sensory experiences that help young children learn about their world. A day at school includes opportunities for creative art expression, dramatic play, story time, music and outdoor play, in addition to problem solving and social interaction. Enrichment for this age includes Chapel, Story time in the Library and Large motor activities with Mr. Donovan.

Mother's Day Out operates Monday through Thursday, from 9:00 a.m. to 2:45 p.m. from September through May. Snack, equipment and most supplies needed for the program are covered by tuition. Parents provide lunch, diapers and a change of clothes for their children each day.

Program schedule is as follows:

Class Name	Age	
Little Lambs	Infants and Walkers	Children attend one day a week (Monday-Thursday)
Saints	Toddlers	Children attend one day a week (Monday-Thursday)
Angels, Blessings	Young 2s	Children attend two days per week (M/W or T/Th)
Cherubs, Doves	Older 2s	Children attend two days per week (M/W or T/Th) OR three days per week (TWTH)

Returning Mother's Day Out students and their siblings pre-register the third Friday in January.

New Student (Infant-2s) Enrollment Information

- Families interested in enrolling children in our youngest classes need to complete the Application forms on page 7 and 8.
- All applicants will be notified in January of their application status. Depending on demand from returning students, any open positions will be filled based on Program Member Status as described on page 5.
- Wait Lists for Program Members, communicants and non-members who have filled out the application and turned it in by the deadline will begin as each class/age level is filled.
- Other new applicants will be placed on the appropriate wait list beginning February 1, 2014.
- Due to the ages of returning students and their siblings, some classes may fill at pre-registration.
- Once a space is offered to a child, the Enrollment Fee plus May 2015 tuition is due. Both are non-refundable and non-transferrable.
- Tuition for the entire year must be paid in full by April 1, 2015.
- Tuition amount will be set prior to enrollment.
- Enrollment Fees and Tuition are based on criteria set under the Requirements for Program Membership Status section listed below.

Preschool Information

Saint Michael also offers a theme-based program for 3, 4 and 5 year old children. Creative, developmentally appropriate activities provide children opportunities to practice pre-reading, writing and math skills. Science activities, Spanish, Music/Movement and Chapel are also integrated into the curriculum. Teachers use Core Knowledge, Handwriting Without Tears and Mailbox curriculum to plan the classroom activities. Various weekly enrichment opportunities are offered in the afternoon until 2:45pm and may include Mr. Donovan's Sports Skills, Techie Tots, Soccer Palz, Stretch-n-Grow and Catechesis. The feedback from the schools that our graduates attend is very positive and reaffirms our ideas of quality early childhood education that reflects both an educational and social aspect of preschool.

Class	Age	Meets	Time	Optional Enrichment
PreK III	5s	M-F	9-12	12-2:45, M-Th
PreK II	4s	M-F	9-12	12-2:45, M-Th
PreK I	3s	M-Th	9-12	12-2:45, M-Th
		TWTH	9-12	12-2:45, T-Th

Preschool classes meet September - May.

Weekly summer camps are available during June and July with information available in April.

Families with children currently enrolled in our program, are given priority in registering for our 3-5 year old classes.

- Their options to enroll include Early Commitment which requires a registration form and a \$1,650 enrollment/supply fee submitted to the SMP office by February 1, 2014 OR
- If applying to another school, families may join the Wait Queue. The Wait Queue gives a family a 2 month extension for enrollment. Being in the Wait Queue does not guarantee a child a space in the program, just an advantage over new students who want to enroll if space is available. To be in the Wait Queue, families submit the registration form with the \$200 fee by February 1, 2014. Should a spot be offered to a family in the wait queue, the enrollment/supply fee of \$1,650 is due at that time.
- New student additions may be added until all available spaces are filled.

New Student (ages 3-5) Enrollment Information

- Families interested in enrolling children in our 3-5 year old program need to submit the Application forms on page 7 and 8.
- All applicants will be notified in January of their application status. Depending on demand from returning students, any open positions will be filled based on Program Member Status as described on page 5.
- Wait Lists for Program Members, communicants and non-members who have filled out the application and turned it in by the deadline will begin as each class/age level is filled.
- Other new applicants will be placed on the appropriate wait list beginning February 1, 2014.
- Due to the ages of returning students and their siblings, some classes may fill at pre-registration.
- After available spaces are filled, remaining names will be put on the wait list in the order drawn, in the event an opening occurs during the year.
- Once a space is offered to a child, the Enrollment Fee is due. The enrollment fee is non-refundable and non-transferrable.
- Tuition for the entire year must be paid in full by April 1, 2015.
- Tuition amount will be set prior to enrollment.
- Enrollment Fees and Tuition are based on criteria set under the Requirements for Program Membership Status section listed below.

Requirements for Program Membership Status

The Preschool is a ministry of Saint Michael and All Angels Episcopal Church and is partially supported by the church's annual stewardship drive. Therefore, due to the high volume of applicants in our program, the following criteria outline the necessary elements for families to be considered Program "Members" vs. "Non-Members" when identifying qualifications for preference in classes and tuition rates. Program "Members" will receive placement priority and will pay "Member" tuition rates. Families not meeting the below criteria are classified as "Non-Members". Space availability for Non-Members will be prioritized after Member slots have been filled. Additionally, Non-Members will pay "Non-Member" tuition rates.

Program Member Qualifications

One parent must be a *Voting Member of the Parish* as defined in the Constitutions and Canons of the Episcopal Church. A Voting Member of the Parish is at least eighteen (18) years of age, is a Confirmed Communicant in Good Standing, and has been a Financial Contributor of Record to the Parish.

Members must fulfill an annual Stewardship pledge by a form of payment that can be recorded in the church files as corresponding to the Communicant. (A person placing cash in the offering plate without identification is a Communicant but not one of Record.)

One or both parents must have completed Safe Church Training (SCT) and submit to a background check. SCT is a one-time training class required by the National Episcopal Church for all adults volunteering with children or adults in the church. Classes are offered throughout the year. Register with the Parish Administrator, Kimberly Robinson at 214-365-3500 ext. 572.

Enrollment and Medical Forms

All enrollment and medical forms must be completed and signed by the child's physician and given to the SMP office **before** the first day of attendance. If your child has recently had a state required immunization, please inform the SMP office staff in writing. Also, if you change your address or phone number, please let us know immediately. It is a state requirement that we maintain updated records in our files.

Tuition Policies

Tuition and enrollment fees are assessed upon placement in the Program. Enrollment fees are paid prior to the student's enrollment. Remaining tuition balance may be paid monthly via bank draft or credit card, semi-annually or annually via check, bank draft or credit card (a surcharge will apply). Tuition payments will be assessed per student. However, families may make one payment for all children in the Program.

Annual payments will be due September 1, 2014. Semi-annual payments will be due September 1, 2014 and January 1, 2015. Monthly tuition payments are divided among 8 equal payments beginning September 1, 2014 with the final payment due by April 1, 2015. If paying monthly, tuition is due by the 1st of each month, after which a monthly \$25.00 late fee will be assessed. After two late payments, families will be required to pay the remaining tuition balance in full immediately.

Failure to pay will result in immediate removal of the child from the program, cancellation of a place for the child in the following year's program and the inability to enroll siblings in the program for any future year. In the event that a check is returned due to non-sufficient funds (NSF) for any two month's tuition payments during the school year, the remaining tuition balance will be due immediately. This must be paid by cash, cashier's check or money order.

CHECKLIST OF DATES AND DEADLINES

- _____ September 10, 2013 -
November 30, 2013 Download Saint Michael Preschool Application
www.saintmichael.org/smpforms
- _____ October 31, 2013 For Program Member Status, be working to fulfill your 2013 Stewardship
pledge.
- _____ October 31, 2013 For Program Member Status, check record of Baptism and Episcopal
Confirmation, or Letter of Transfer (from another Episcopal Church) for at
least one parent with Barb Wynn or Kelley Salewske at 214-361-1224.
If not, begin transfer procedures with the Registrar, Celise Stephenson.
- _____ October 31, 2013 Prayerfully consider and submit 2014 Stewardship pledge to the Saint
Michael Stewardship Office.
- _____ November 7, 14, 2013 Tour classrooms, Q&A. Parlor, 9:30-10:30am.
- _____ November 29, 2013 Return Saint Michael Preschool Application to the Saint Michael
Preschool Office via mail, email or in person.
- _____ November 29, 2013 Submit *Verification of Communicant Status* form to the Parish
Administrator, Kimberly Hughes. Information regarding your status will
be forwarded to the Saint Michael Preschool Office.
- _____ December 31, 2013 Complete 2013 Stewardship pledge to the church.
- _____ January 28- 31, 2014 Receive verbal or written notification of member status, space availability
and further instructions.
- _____ February 1, 2014 Communicants and non-members call to be added to the wait list.
Applicants prior to 12/1/13 will already be on the waiting list.
- _____ April 1, 2014 Registration begins for new students, ages 3-5.



**APPLICATION - NEW FAMILIES
2014-2015 School Year**

This form must be returned to the Saint Michael Preschool office by November 30, 2013.

1. Child's Name _____ Birth date _____ Gender _____

2. Child's Name _____ Birth date _____ Gender _____

3. Child's Name _____ Birth date _____ Gender _____

Family Information

Parents' Names _____

Home Address _____

E-mail _____

Home Telephone _____ Work/Cell Telephone _____

Are you and/or your spouse members of Saint Michael Episcopal Church? Yes No

1) Who in the family is a confirmed Episcopalian? _____

2) Have you submitted a 2013 pledge with the Stewardship office? Yes No

3) Have you submitted a 2014 pledge with the Stewardship office? Yes No

4) Have you and/or spouse attended Safe Church Training? Yes No

Please describe any activities in which you and your spouse participate within our parish community (i.e. Bible studies, choir, Jubilee project, volunteering, lector, etc.)

What activities are you interested in for the coming year?

VERIFICATION OF PROGRAM MEMBER STATUS
Saint Michael and All Angels Episcopal Church

Those persons seeking Program Member Status in the Saint Michael Preschool for the 2014-2015 school year must have verification by the Parish Administrator of the church that they have met the criteria for Program Member Status.

Program Member Qualifications

One parent must be a *Voting Member of the Parish* as defined in the Constitutions and Canons of the Episcopal Church. A Voting Member of the Parish is at least eighteen (18) years of age, is a Confirmed Communicant in Good Standing, and has been a Financial Contributor of Record to the Parish.

Members must fulfill their 2013 Stewardship pledge by a form of payment that can be recorded in the church files as corresponding to the Communicant. (A person placing cash in the offering plate without identification is a Communicant but not one of Record.) Members must also have a 2014 Stewardship pledge on file as of November 29, 2013.

One or both parents must have completed Safe Church Training (SCT) and submit to a background check. SCT is a one-time training class required by the National Episcopal Church for all adults volunteering with children or adults in the church. If you wish to volunteer in your child's class, Safe Church Training requirements must be met. Classes are offered throughout the year. Register with the Parish Administrator, Kimberly Robinson, at 214-365-3500 ext. 572.

The Saint Michael Preschool will not record an applicant as having Program Member Status until this form is completed, signed by the Parish Administrator of the Church, and returned to the Saint Michael Preschool office.

This form must be submitted to Kimberly Robinson, the Parish Administrator of Saint Michael and All Angels Episcopal Church, no later than November 30, 2013. She will return this form to the Saint Michael Preschool office.

Parents' Names _____

Children's Names _____

Home Address _____

According to the records of Saint Michael and All Angels Church, the above applicants have Program Member status for enrollment in the Saint Michael Preschool.

Parish Administrator

Date

- Instructions:
1. To request Communicant Status complete this form as soon as possible.
 2. Leave this form at the Saint Michael Preschool front desk.
 3. The Parish Administrator will research and sign this form.
 4. The Parish Administrator will return this form to the SMP Office.

Please return this page to the Parish Administrator's office.

COMMONLY ASKED QUESTIONS

Are Mother's Day Out and Preschool Classes open to everyone?

Parishioners with Program Member Status support the parish on all levels and thus are given priority into the program. Other communicants are next in line, followed by non-members.

How does registration work and how many spaces are available?

Children who are currently enrolled in our program and their younger siblings are eligible to pre-register for next year's program. Any additional spaces are then filled with applicants who submit the application form (p. 7 of this document) by November 29. Program Members will be given first priority. Wait lists for Program Members, other SMAA members and Non-members are created beginning February 1.

Once in the program will I have to go through the application process again?

No. As long as you have a child currently in our program, you may pre-register him/her and any other siblings for the coming year in advance of new student registration. However, if you do not have a child in the current program, you will have to re-apply each year.

Can I request a teacher or classmates?

Parents may request one friend at the time of registration, but teacher requests are not guaranteed. At this age children develop new friendships quickly and it is more important to have a balance of girls and boys in the class so that social and emotional development is enriched.

What kind of experience and training is required of the teachers at Saint Michael?

Saint Michael hires teachers who either have their degree in Child Development, Early Childhood Education, Elementary Education and/or have experience working with young children. Although education and experience are important, it is essential that our teachers enjoy working with children and have a warm, pleasant and loving attitude toward them. Being a licensed child development center, the members of the staff are required to receive at least 24 clock hours of early childhood training per year.

What is the current teacher:child ratio in each of the different classrooms?

Class Name	Age	Ratio
Little Lambs	Infant/Walker	4:10
Saints	Toddler	2:8
Angels, Blessings, Cherubs	Two year olds	2:10
Doves	Two year olds	2:8
PreK I	Three year olds	2:12
PreK II	Four year olds	2:12
PreK III	Five year olds	3:19

Are there Early Morning/Afternoon programs available for Preschool participants?

Currently, Saint Michael offers an Early Morning program beginning at 8:00am during the Fall and Spring semesters. Parents register and pay for this service per semester.

What happens during a typical day for Infants, Walkers, Toddlers & Twos?

The infant/walker program meets the needs of each individual child, so following a flexible schedule is essential. Activities that involve music, exploration and discovery in a language rich environment are offered on a daily basis.

The Toddler and 2 year old classes follow a schedule that allows time for child-directed play, circle time, art, large motor development, snack, lunch, bathroom and rest/nap time. Each class provides activities, toys and equipment based on monthly themes that are appropriate for young children, such as transportation, circus, dinosaurs, farm, etc.

What happens during a typical day for 3-5 year olds?

The preschool classes follow a curriculum designed by the Saint Michael Preschool staff that allows the children to learn through a variety of activities that focus on the children's developmental guidelines set forth by the National Association for the Education of Young Children and The Academy of Pediatrics. Each class has elements of Core Knowledge, Handwriting Without Tears and Mailbox curriculum ideas. We augment our curriculum with enrichment lessons in Music and Movement, Spanish, Large Motor Development and Chapel.

What is the Early Childhood Ministry Committee (ECMC)?

The Early Childhood Ministry Committee is a group of volunteers who serve in an advisory capacity to the Saint Michael Preschool and Early Childhood Ministry of the church. The committee meets monthly to review the child care needs of the parish, to revise policies and procedures of the ministry and offer support for school activities and events. For more information about the committee, please contact Barb Wynn, SMP Assistant Director, 214-361-1224 ext 244, bwynn@saintmichael.org or the ECMC chair, Christine Paddock, at 214-298-6447 or christine.paddock@sbcglobal.net.

What is the SMP School Board?

The SMP School Board is comprised of parishioners, school parents and community members who serve the school and its Director by providing assistance in regards to the SMP budget/finances, marketing/communications and fundraising efforts. For more information, contact the SMP School Board chair, Kristen Scott, at 214-202-2660 or kristen_d_scott@yahoo.com.

Does serving on the ECMC, SMP School Board or volunteering at the church increase the chance of obtaining a space in the Preschool?

Although serving in any of these capacities is essential to the life of this parish, it does not guarantee a space in either of the programs.