



## Preschool Enrollment Procedures

SRCS offers preschool programs for children who are 3- or 4-years-old by September 1 and fully potty-trained. We participate in the Florida VPK program for 4-year-olds. Children are eligible to participate in the VPK program the school year they are 4-years-old on September 1. Children whose birthday falls between February 2 and September 1 may delay VPK enrollment until the following year. Only one year of VPK instruction is funded by the State.

### VPK Application Requirements

In order to take advantage of VPK funding, you must complete the Seven Rivers Christian Preschool application **and** apply for a VPK Certificate of Eligibility through the [Office of Early Learning](#). (This link is available on the Preschool Admissions page on the school website.) You will be required to provide your child's proof of age (age 4 on or before September 1) and your proof of residency.

### All Preschool Applicants

**IMPORTANT NOTE: Students must be fully potty-trained to be considered for our preschool program.**

Please return your fully-completed application to the preschool office along with the following items:

**1. Birth Certificate**

*A copy of the student's original birth certificate issued by the Bureau of Vital Statistics*

**2. Immunization Records**

*HRS Form 3040, School Entry Health Exam, completed by a Florida physician*

*HRS Form 680, Florida Certificate of Immunization*

**3. Signed Preschool Financial Obligations Contract**

**4. Application Fee (non-refundable)**

*\$50 application fee for PreK-3, PreK-4 (non-VPK), or VPK Wrap-Around*

*No application fee is required for 4-year-old VPK applicants*

**5. Certificate of Eligibility from Office of Early Learning (VPK students only)**

### Enrollment Notification

Students are placed on the appropriate class list once all payments and required documents are received. Parents will be notified if their student has been placed on a waiting list. Accepted students will receive an email confirmation from the Preschool Principal and a welcome packet in the mail. Students and parents will be invited to meet their classmates and teacher at the back-to-school drop-by event held before the first day of school.



# SEVEN RIVERS CHRISTIAN SCHOOL

4221 W. Gulf to Lake Hwy • Lecanto, Florida 34461 • 352.746.5696  
www.sevenriverscs.org • email: srcs@sevenrivers.org

## Preschool Application

**STUDENTS ARE REQUIRED TO BE OF AGE ON OR BEFORE SEPTEMBER 1 AND  
MUST BE FULLY POTTY-TRAINED BEFORE STARTING SCHOOL.**

Complete this application and remit with the appropriate fee.

Application Date: \_\_\_\_\_

### STUDENT INFORMATION

Date of Birth \_\_\_\_\_ Gender:  Male  Female Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*month day year*

Student's Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
*first middle last*

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Family Email \_\_\_\_\_

### FAMILY INFORMATION

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Workplace \_\_\_\_\_ Position/Title \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Workplace \_\_\_\_\_ Position/Title \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

**Please check one class below.**

#### Age 3 Classes:

- PreK-3 2 Half-Days (Tuesday & Thursday)
- PreK-3 3 Half-Days (Mon, Wed, Fri)
- PreK-3 5 Half-Days (Monday - Friday)

#### Age 4 Classes:

- VPK 3 Full-Days (Mon, Wed, Fri)
- VPK 5 Full-Days (Monday - Friday Wrap-Around)
- VPK 5 Half-Days (Monday - Friday)

#### Extended Hours Noon - 3:00 PM:

- Plan to use most days
- Plan to use occasionally
- Do not plan to use

#### For office use only:

Application received: \_\_\_\_\_  
Date Time

Application Fee Paid: \$ \_\_\_\_\_

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Person who received application: \_\_\_\_\_

Teacher Assignment: \_\_\_\_\_

Documents Received:

- Birth Certificate  HRS Form 3040 Health Exam
- Financial Contract  HRS Form 680 Immunization
- VPK Certificate of Eligibility

Entered in RenWeb  Entered in ACS

**ADDITIONAL FAMILY INFORMATION**

Marital Status     Married     Single     Divorced     Widowed     Other: \_\_\_\_\_

Child lives with:     Both parents     Mother     Father     Other: \_\_\_\_\_

Please list all siblings living in the household:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**MEDICAL INFORMATION**

Does your child have any medical conditions (chronic illnesses or allergies) of which we should be aware?     Yes     No

Does he/she require medication for any condition?     Yes     No

If you answered Yes to either of these questions, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**CHURCH INFORMATION**

Do you regularly attend any church?     Yes     No

Name of Church \_\_\_\_\_ Are you a member?     Yes     No

Church Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_

**ADDITIONAL INFORMATION**

How did you hear about Seven Rivers Christian Preschool? Please give names where possible.

Alumnus \_\_\_\_\_     Current Student \_\_\_\_\_     Minister \_\_\_\_\_

MOPS \_\_\_\_\_     SRCS Staff \_\_\_\_\_     Ad/Website \_\_\_\_\_

Friend \_\_\_\_\_     Doctor \_\_\_\_\_     Other \_\_\_\_\_

Do you have any relatives currently attending SRCS?     Yes     No    If yes, please list names. \_\_\_\_\_

\_\_\_\_\_

Do you anticipate continuing your child's education at Seven Rivers Christian School?     Yes     No

*Seven Rivers Christian School admits students of any race, color, ethnic and national origin.*



4221 W. Gulf to Lake Hwy • Lecanto, Florida 34461 • 352.746.5696  
 www.sevenriverscs.org • email: srcs@sevenrivers.org

## Preschool Schedule and Tuition

## 2019 - 2020

Non-refundable **APPLICATION FEE** required of all preschool students **each year** (except VPK): **\$50**

Annual tuition may be paid on a ten-month schedule, August 1 through May 1, or in full by August 1. All families are required to enroll in a payment plan with FACTS prior to starting school. Families can access FACTS through the SRCS Tuition & Fees website page. Monthly payments are billed on the 1<sup>st</sup> of each month. FACTS will add a \$40 late fee to accounts more than 10 days past due.

	Schedule		Tuition Rates		Extended Hours Additional per day		
	Days	Hours	Annual	Monthly	7:40 - 8:30	12:00 - 3:00	3:15 - 5:30
<b>K3 2-Day</b>	T, TH	8:30 - 12:00	\$1,700	\$170	\$5.00	\$15.00	\$9.00
<b>K3 3-Day</b>	M,W,F	8:30 - 12:00	\$2,200	\$220	\$5.00	\$15.00	\$9.00
<b>K3 5-Day</b>	Mon - Fri	8:30 - 12:00	\$3,300	\$330	\$5.00	\$15.00	\$9.00

<b>K4 3-Day</b>	M,W,F	8:30 - 3:00	\$3,500	\$350	\$5.00	NA	\$9.00
<b>K4 5-Half Days</b>	Mon - Fri	8:30 - 12:00	\$3,500	\$350	\$5.00	\$15.00	\$9.00
<b>K4 5-Full Days</b>	Mon - Fri	8:30 - 3:00	\$6,250	\$625	\$5.00	NA	\$9.00

<b>VPK 5-Day Wrap-Around</b>	Mon - Fri	12:00 - 3:00	\$2,750	\$275	\$5.00	NA	\$9.00
------------------------------	-----------	--------------	---------	-------	--------	----	--------

*The Full Day and Wrap-Around Programs provide 5 full days in which students receive additional instruction from 12:00-3:00.*

**One-time charges** for the Full Day and Wrap-Around Programs: **Application Fee - \$50 Materials Fee - \$75**

All fees **(\$125.00)** must be **paid in full** with application to hold a seat in this class.

- Early drop-off (7:40-8:30) for **siblings of K-12 students** is at no additional charge. All others are billed \$5.00 per day.
- The extended hours program provides non-instructional supervision after the morning session. The extended hours program is billed \$15 per day at the end of the month based on attendance. Half-day VPK students who are not in the VPK Wrap-Around Program may stay after hours and will be charged this daily rate.
- **Tuition assistance or discounts are NOT available for preschool students.**



## Preschool Financial Obligations

- I understand that this contract will not be considered complete without the application fee of \$50 per student (with the exception of VPK-only students).
- I understand that in order to withdraw my child from Seven Rivers Christian Preschool, I must give two weeks written notice, and I will still be responsible to pay the full tuition for the current month.
- I understand that monthly tuition payments are billed on the 1<sup>st</sup> of each month. Tuition rates and billing dates are provided on the tuition schedule. Tuition is billed online by FACTS Tuition Management. Payments can be made directly to FACTS, mailed to SRCS, or dropped off in either the Preschool or Business Office.
- I understand that extended day charges will be billed at the end of each month based on attendance during the month. Payment is due by the 1<sup>st</sup> of the month after the invoice is posted (including VPK students).
- I understand that a late fee of \$40 will be billed to my FACTS account if the payment is not received by the due date. A \$25 fee will be charged for returned checks.
- I understand that if my account becomes 60 days delinquent, the school reserves the right to dismiss my student from school. Any past due tuition will still be owed, and collection efforts may be enforced. No additional late fees will accrue after a student is dismissed.
- **I understand that the application fee and first month's tuition payment are all non-refundable and non-transferable. Should I withdraw my child from Seven Rivers Christian Preschool for any reason, none of these fees will be refunded, and I will be responsible to pay the tuition as described above.**

Seven Rivers Christian Preschool reserves the right to refuse any application or dismiss any student at any time for any reason. Neither this contract nor payment of fees is considered to be binding upon Seven Rivers Christian Preschool.

Please indicate your preferred payment plan:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Monthly</b>         | Total tuition will be paid in ten monthly payments, billed August 1 through May 1.                 |
| <input type="checkbox"/> <b>Annual</b>          | Total tuition will be paid in one payment, due by August 1. There is no discount for prepayment.   |
| <input type="checkbox"/> <b>VPK Wrap-Around</b> | Tuition for afternoon session will be paid in ten monthly payments, billed August 1 through May 1. |
| <input type="checkbox"/> <b>VPK</b>             | Tuition for <b>VPK hours only</b> will be paid by the Early Learning Coalition - Nature Coast.     |

Name of person responsible for payment, if anyone other than parent: \_\_\_\_\_

**My signature below verifies that I have read and accept all terms of this contract.**

\_\_\_\_\_  
*Father's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mother's Signature*

\_\_\_\_\_  
*Date*