



ASHTON CHRISTIAN PRESCHOOL

Meredith Savage-Myers
Director

2024-2025 Registration Policies & Procedures For New Families

Registration for the 2024-2025 school year will open to new families on Monday, January 22, 2024. Registration will be an online 2-step process. Registration links will be posted on our website beginning Monday, January 22, 2024 to complete the 2-step process. Please review the registration policies and procedures below.

- To secure a spot for your child(ren) at our preschool, you **MUST** complete all steps of the registration process which includes completing 1. the online registration through myprocare.com, 2. the Center Agreement through DocHub, and 3. submitting payment.
- After selecting your child's program through myprocare.com, you will be prompted to indicate a second choice when completing the online registration. After submitting your child's online application, you will receive an email within 2-3 business days with a link to pay the registration fee of \$125, the one-time activity fee, and your child's first month's tuition payment (tuition deposit).
- After we process your child's application, we will inform you of your child's application status by email within 5-7 business days. **Your child's registration will be processed the day after it is received starting Monday, January 22, 2024.**
- The school year runs September through May, with time off for Christmas and Easter. Other Holidays and "No school" dates will be listed on the school calendar.
- There are 9 tuition payments for the school year. The first tuition payment (deposit) is due at registration. The remaining 8 tuition payments are due the first of the month, starting in September and ending in April. You can also choose to pay the remaining 8 tuition payments in full on September 1, 2024.
- There are no refunds or make-up days for unscheduled closures due to weather, emergencies, or days your child is absent from school. This refund policy includes any closures due to COVID-19 or any other unexpected closure whether voluntary or mandated by federal, state, or local authorities.
- The registration fee is non-refundable.
- **Withdrawal information:** If you choose to withdraw your child, you must notify us by e-mail on or before June 1, 2024 in order to receive a refund of the first month's tuition payment (deposit). The activity fee is refundable only if notice of withdrawal is made via e-mail on or before September 1, 2024. **The \$125 registration fee is non-refundable.**

*Sibling discounts and Scholarships are available.
Please e-mail your requests to ashton.preschool@gmail.com.