



## ASHTON CHRISTIAN PRESCHOOL

Meredith Savage-Myers  
*Director*

### 2025-2026 Registration Policies & Procedures For New Families

Registration for the 2025-2026 school year will open to new families on Saturday, January 25, 2025. Registration will be an **ONLINE 2-STEP PROCESS**. Registration links will be posted on our website beginning Saturday, January 25, 2025 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](https://myprocare.com)
  2. the Center Agreement through DocHub
  3. submitting payment
- **Your child's registration will be processed within 24-48 hours upon receipt of the online registration and the Center Agreement. We will start processing applications on Monday, January 27, 2025.** After submitting your child's online application through Procure and the Center Agreement in DocHub, you will receive an email within 4-5 business days with a link to pay the registration fee of \$150, the one-time activity fee, and your child's first month's tuition payment (tuition deposit) to finalize your child's registration.
- Once we receive the online application through Procure, the Center Agreement, and full payment, we will send you a confirmation email within 5-7 business days indicating your child's enrollment status.
- 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 which will be provided in your Welcome Email sent in mid-June.
- 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, 2025.
- 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 unexpected closures 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 EMAIL** on or before June 1, 2025 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 **EMAIL** on or before September 1, 2025. **The \$150 registration fee is non-refundable.**

\*Sibling discounts and Scholarships are available.  
Please e-mail your requests to [ashton.preschool@gmail.com](mailto:ashton.preschool@gmail.com).