

FOR PROSPECTIVE STUDENTS

Everything You Ever Wanted to Know About Registration At Vinings Creative Learning Center 2010 -2011

What should I submit to the VCLC office to enroll my child for the 2010-2011 school year?

Send your completed pre-enrollment form and a check for the \$145.00 pre-enrollment fee (per child) to the VCLC office. **All** of these materials must be received for your child's enrollment request to be considered.

When can I turn in the pre-enrollment form for my child to be enrolled next year?

Pre-enrollment forms and enrollment fees can be turned in to the VCLC office anytime beginning January 25, 2010. Our school office opens at 9:15 a.m.

How should I send my pre-enrollment materials to the VCLC office?

All forms are available online. Go to the website at www.vclcschool.com. You may drop off the completed forms and check in person or send via U.S. mail.

What method of payment do you accept?

We accept cash, money order or personal check – we do not accept credit or debit cards. Checks or money orders should be made out to “Vinings Creative Learning Center” or “VCLC”.

Once I submit my forms and fees, is my child guaranteed a spot for next year?

No. Beginning February 1, 2010, applicants will be called in for an interview with the VCLC Director. These interviews will allow perspective families to learn more about VCLC and our philosophy and allow VCLC to learn more about the prospective families and the viability of whether we are a good fit for each other. After the interview process and determination of class availability, VCLC will notify all parents via an acceptance or denial letter the status of your child's enrollment in our program for next year. Students that are accepted are guaranteed an age-appropriate class placement for next year.

If your child is not accepted into the program, your registration fee will be returned to you.

What ages do you accept and how many classes do you offer?

2 year olds	2 days/week	Tues & Thurs from 9:00 – 12:00
2 year olds	3 days/week	Mon, Wed & Fri from 9:15 – 12:15
3 year olds	3 days/week	Mon, Wed & Fri from 9:15 – 12:15
PreK	4 days/week	Mon thru Thurs from 8:45 – 12:30
Kindergarten	5 days/week	Mon thru Fri from 8:45 – 12:30
1 st , 2 nd & 3 rd Grade	5 days/week	Mon thru Fri from 8:45 – 3:00

What are the tuition costs?

There are three quarterly payments (due July 1, November 1, and February 1)

2 year olds	2 days/week	\$650 per quarter
2 year olds	3 days/week	\$780 per quarter
3 year olds	3 days/week	\$780 per quarter
PreK	4 days/week	\$1,150 per quarter
Kindergarten	5 days/week	\$1,430 per quarter
1 st , 2 nd , & 3 rd Grade	5 days/week	\$1,743 per quarter

We require a tuition deposit of \$150 for preschool and \$250 for upper school upon acceptance into VCLC.

Are there any other fees that I need to be aware of?

Yes, and that is our annual school improvement fee which is mandatory and non-refundable. VCLC does not engage in fundraising. Instead, we require all parents to pay a school improvement fee of \$400 per family per school year. The fee is due in August and prior to the first day of school. Families will be invoiced for this fee.

There is also a \$10 book bag fee that is required for all preschool students (not applicable for upper school students).

VCLC does offer other fee-based services such as lunch bunch and extracurricular activities such as Spanish, Theater, Ballet, etc. but these services are all optional.

May I turn in a sibling's pre-enrollment form as well?

Yes, we will accept pre-enrollment forms for siblings.

Are siblings guaranteed a space for next year?

If the first prospective student is accepted into the program, the sibling's placement is guaranteed based on availability. You must include your pre-enrollment form and fee for the sibling with the first student's paperwork.

What if there is not a space for my child's sibling?

Your child's sibling will remain on the wait list and you will be contacted immediately if any openings occur prior to the beginning of school. It has been our experience that some turn-over occurs due to job transfers and changes in family circumstances. Therefore, if you are on the waitlist and are patient, most likely a space will open for your child.

When will I know that my child has been accepted into the program for next year?

Beginning February 1, 2010 all prospective students that have submitted a pre-enrollment form and gone through the interview process will be notified the status of their application. Again, if you are not accepted into the program, your registration fee will be returned to you.

On or around March 15, 2010, a packet that includes a registration form, annual agreement contract and other important forms will be mailed to you to be filled out and returned to the VCLC office. **These forms must be received by March 31, 2010.** Otherwise, your child's slot will be released to the next person on the waiting list.

What should I tell my friends and neighbors who want their child in the program next year?

Inform your friends and neighbors of our Open Pre-enrollment date of January 25 and tell them to arrive early to submit their forms.

Registration packets are available in the VCLC office and online at www.VCLCschool.com. Applications for enrollment and registration fees of \$145.00 per child for new students may be turned in at any time on or after January 25.

How can I get extra registration material?

Go to our website at www.vclcschool.com, stop by the VCLC office, or call 770.435.3050.