

Govans Presbyterian Preschool

Govans Presbyterian Preschool, in operation since 1967, is located in the Education Building and Carriage House at 5826 York Road. There are six sunny, spacious and cheerful, well-equipped rooms in conjunction with large, safe outdoor recreational areas, which provide ample space for both active and quiet play. We also have a large well equipped Multi-Purpose Room for inclement weather indoor play.

Govans Presbyterian Preschool is a church sponsored non-profit organization financed entirely by fees. We are approved by the Maryland State Department of Education and we have experienced and qualified teachers. Our lead teachers must have at least a bachelor's degree from a college or university. Our assistant teachers must at least have earned a 90 hour certificate in Early Childhood Education. The Govans Presbyterian Preschool of the Govans Presbyterian Church does not discriminate on the basis of race, color, religion, national origin, or sexual orientation regarding faculty or administrative staff.

The Preschool is administered by the Preschool Committee which may consist of church members who have children in the school. A member of the Session of the church is also a member. The Pastor serves as an ex-officio on the committee, acting as liaison between the church and school.

Statement of Purpose and Philosophy

The Govans Presbyterian Preschool affirms the importance during the early childhood years for the physical, emotional, intellectual, social and spiritual development of the child.

We want to assist the child in developing the ability to interact effectively with his or her peers, and to learn new skills through the use of music, art, drama and play. We believe the learning experience is highly individualistic and through experimentation and the stimulation of group interaction in a wholesome church setting, we believe each child will be able to express himself as an individual and be encouraged through the process to achieve new levels of socialization.

We recognize the need for development of gross and fine muscle coordination, and provide both indoor and outdoor play equipment to meet these needs. We recognize the crucial importance of skills such as reading and mathematics and believe our non-structured learning experiences are an exciting orientation to such skills. We recognize the importance of acquainting the child with a sense of God's goodness, and provide informal learning experiences in our monthly chapel, designed to encourage a sense of well-being.

It is within this framework that the child is prepared as a whole person for the challenges he/she will meet in the structured formal educational experiences in the school years that lie ahead.

Programs

Two-Year Olds

We have two programs for two-year old children. Both programs are licensed by the Maryland State Department of Education and each provides a low-key, creative play experience. Free play, art projects, music and painting are encouraged. Children also participate in story-time and outside play. Children must have reached the age of two before beginning either program. Children need not be toilet trained.

Our traditional preschool program is held in the morning from 9:15 until 12:00. Parents may elect which two days they wish their child to attend, space allowing. There are no more than 12 children in each class with two teachers. Families may elect to use our Extended Care program for either before or after care but only on the days the child attends preschool..

In addition, we have two Five-Day Two-Year Old and Young Threes classes for children whose parents need to work and wish to have their children in a preschool setting. The children in these classes follow a traditional morning preschool program with time for free play, art, music, stories, snack and outdoor activities. The children will eat lunch together and nap in the classrooms. The

afternoon activities include a less structured time for additional play and an afternoon snack. The hours are from 7:30 a.m. until 5:30 p.m., five days per week. There are no more than 12 children in each of these classes with two teachers.

Three and Four-Year Olds

Our program for older children is geared to their emotional and physical development and emphasizes individual growth through doing and playing. The hours are from 9:15 a.m. until 12:00. Parents may choose a three-day or five-day program for three-year olds. Parents who elect to send their child three-days may choose which days to accommodate their schedules. There are usually no more than 18 in this class with three teachers. Parents may choose a Five-day Threes program which meets Monday through Friday, 9:15-12:00. Most of the children enrolled in this program also stay for Extended Care. There is also a separate four-year old class. There are usually 20 children in this class with three teachers. These programs are all approved by the Maryland State Department of Education.

Pre-K/Kindergarten

The Pre-K Kindergarten program meets five days each week, with a combination of long and short days: from 9:15 a.m. until 3:00 p.m. on Mondays, Tuesdays, and Thursdays, and from 9:15 a.m. until 12:00 noon on Wednesdays and Fridays. Normal enrollment is 20 students with three teachers. Intellectual and physical development of the child is encouraged through doing, reaching, searching, questioning, thinking and working through age appropriate games and activities.

Children are introduced to the alphabet, phonics, and mathematics through multi-sensory activities. The children progress to more sophisticated learning and are helped on an individual basis. A computer is available for the children's use and is located in the classroom. The Kindergarten program is approved by the Maryland State Department of Education.

ENROLLMENT POLICY

Enrollment in Govans Presbyterian Preschool is open to all children regardless of race, religion, color or national origin.

REGISTRATION AND TUITION FEES

The registration fee is \$90.00 per year, payable when the application is submitted. Registration is not refundable if you choose to withdraw your application. Applications for current enrollees and members of Govans Presbyterian Church are accepted until February 1st. After that date, all other applications will be accepted for admission in the next school year.

ADDITIONAL SERVICES

Extended Day and Wrap-Around Care

We are proud to offer an Extended Day Program Monday through Friday. An Early drop-off period begins at 7:30 a.m. each day and continues until Preschool begins. Parents may choose to have their child stay for Lunch Bunch until 3:00 p.m. or All Day Care until 5:30 p.m. As part of both of these programs, children will eat lunch and either take a nap or have a rest period. Additional indoor and outdoor activities will also be offered. ***There is a charge for this service that is in addition to the regular Preschool tuition.*** Calendars will be sent home at the beginning of each month for parents to mark off the days when care is needed. Calendar and payment for the month should be returned to the Director by the date indicated on each calendar.

STAFF

The Maryland State Department of Education has approved Govans Presbyterian Preschool as an approved non-public school. All of our lead teachers have at least a Bachelor's degree from a recognized college or university. If their degree is not in Early Childhood Education, teachers have taken courses and received their 90 hour certificate in Early Childhood. Our assistant teachers are all required to have a 90 hour certificate in Early Childhood.

EXTENDED CARE

Extended Care services are available for parents who need care for their children beyond the Preschool day. Our program is very flexible and parents pay only for the services that they use. The following Extended Care services are available:

Early Drop- Off 7:30-9:10	For parents who need to drop children off before 9:15 a.m. Early Drop-off is held in the first-floor classroom and serves a mixed-age group. We do not serve breakfast. Parents may bring breakfast for their child if they choose to do so. Two-year olds will have Early Drop-off in the Carriage House.
Lunch Bunch 12:00-3:00	This program is designed for parents who would like their child to stay for an occasional afternoon beyond the regular Preschool day. Some parents have their children stay several times a week so that their children have more time to socialize at school. Some parents who work part time use this program on a regular basis. Other parents may use it for a scheduled doctor's appointment, lunch with a friend, etc.
All Day Care 7:30-5:30	For parents who need both Early Care and afternoon care beyond 3:00 o'clock. Parents who choose this service may drop their children off prior to the beginning of Preschool. Parents will be billed at the all day rate if their child is to be picked up after 3:00 even if they choose not to use early drop-off.
After Kindergarten 3:00-5:30	For children enrolled in the PreK/Kindergarten program who need to stay later than 3:00 p.m. on Monday, Tuesday and Thursday. PreK/K students who stay on Wednesday and Friday beyond 12:00 will be charged for Lunch Bunch or All Day Care depending on how late they stay.

To insure adequate staffing the Preschool uses a calendar system for registering children for Extended Care. Calendars are given to parents on a quarterly basis. Parents have the choice of completing the calendars quarterly for a three month period or returning the calendars to the office on a monthly basis. A discount is given to parents who complete and return the calendars on a quarterly basis. Parents who send in three calendars at one time, need only pay for the first month. The second and third months' payments will be due on or by the first of each month thereafter. If returning the calendars monthly, payment is due at the time the calendar is turned into the office.

Monthly calendars are available outside the first-floor classroom for parents who wish to use Extended Care services on a drop-in basis. Parents must first check with the Preschool office to make sure there is room for your child in the program. Parents must also make any changes to calendars previously turned into the office on one of these calendars. Changes may only be made within a given monthly period. No refunds or days are to be carried over to the next month.

Parents who enroll their children in full-time care do not need to complete calendars.

**Govans Presbyterian Preschool and Child Care Center
Fee Schedule 2020-2021**

Preschool Programs

Class	Days/Hours	Annual Tuition	Semester	Quarterly*	Monthly** (8 months)
2 Day 2's	T, Th 9:15-12:00	2144	1072	536 +5	268 +5
3 Day 3's	M,W,F 9:15-12:00	2704	1352	676 +5	338 +5
5 Day 3's	M-F 9:15-12:00	4040	2020	1010 +5	505 +5
5 Day 4's	M-F 9:15-12:00	4040	2020	1010 +5	505 +5
Pre-K/ Kindergarten (older 4's and 5's)	M, T, Th 9:15-3:00 W, F 9:15-12:00	5848	2924	1462 +5	731 +5

*Quarterly payments include a \$5.00 per quarter administrative fee.

**Monthly payments include a \$5.00 per month administrative fee.

Semester payments will be due August 15th and January 15th.

Quarterly payments will be due August 15th, November 15th, January 15th, and March 15th.

Monthly payments will be due on August 15th, September 15th, October 15th, November 15th, December 15th, January 15th, February 15th, and March 15th.

Extended Care Fees

Extended Care charges are in addition to the Preschool Tuition. Charges are computed at a daily rate.

Extended Day and Wrap-Around Care	Monthly Plan	Quarterly Plan
Early Drop-off 7:30-9:15	\$13.00 per day	\$12.00 per day
Lunch Bunch 12:00-3:00	\$21 per day	\$20.00 per day
All Day Care 7:30-5:30	\$27.00 per day	\$26.00 per day
After Kindergarten Care (M,T,Th only) 3:00-5:30	\$14.00 per day	\$13.00 per day

Extended Care when the Preschool is closed will be \$45 per day.

**FEE SCHEDULE
FULL TIME PROGRAMS
2020-2021**

The following fee schedule is for parents who need full time care for their children. The monthly charge for full time care includes the Preschool tuition and all Extended Care charges for the 175 day school year. This monthly fee will be paid by the first of each month and will be paid from September 1st through May 1st. Full time care will also be offered during the summer. Parents will be charged at the full time summer rate.

Our Five-day Twos program is for two-year olds and young threes who need full time care. The cost of this program will be \$1050 per month. When possible, parents who need full time care less than five days a week, may be paired with another parent who also needs care less than five days a week. The cost for the program will then be pro-rated for each parent.

The fee for full time care will be \$950 per month. This is the rate applies for 3 and 4 year old children.

The fee for full time Pre-K/Kindergarten students will be \$985 per month. This program provides additional structured learning in the afternoons.

Other Charges:

Annual Activity Fees:

This fee is paid at the beginning of the school year and helps to cover the cost of the music, movement and yoga classes and the gym classes.

2 Day 2's /3 Day 3's	will vary by the number of extra classes in which your child participates each month
5 Day 2's	\$210 (estimated to be 8 classes per month)
5 Day 3's	\$210 (estimated to be 8 classes per month)

Fours and PreK/K includes 2 Spanish lessons per week \$310

Returned Check Fee: There will be a \$20.00 returned check fee to cover bank charges.

Date Received _____
Check Number _____
Acceptance Letter _____
Waiting List _____



Forms Mailed _____
Deposit Rec. _____

Govans Presbyterian Preschool

5826 York Road • Baltimore, Md. 21212 • (410) 435-8189

Registration Form

Please complete the following registration information and return it with the \$90 registration fee to ensure a space for your child. This registration fee is **non-refundable** and will not be returned if you choose to withdraw your application. Enrollment in the Preschool is open to all children regardless of race, religion, color, national origin, gender, and special needs.

Child's Name _____ Sex _____ Date of Birth _____

I wish my child to be enrolled in the following:

Preschool Program Mornings Only (9:15 to 12:00) with Extended Day Option as Needed
Please indicate choice of days where applicable. Both the PreK 4's and PreK/K are five-day programs and there is no option to choose days.

_____ 2 Day 2's (Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____)

_____ 3 Day 3's (Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____)

_____ 5 Day 3's

_____ Pre-K 4's (young 4's)

_____ PreK/K (older 4's includes 3 days until 3:00)
(Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____)

Full Time Programs (7:30-5:30 Includes Preschool, Before Care and After Care)

_____ 5 days 2's (Please select the following options. _____ 2 days _____ 3 days _____ 5 days)
(Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____)

_____ 5 day 3's _____ 5 day 4's _____ PreK/K

First Parent's Name: _____

Home Address: _____

_____ Zip _____

Home Phone _____ Cell Phone _____

Email address (print carefully) _____

Parent's Business Address _____

Work Phone _____

Second Parent's Name: _____

Home Address: _____

_____ Zip _____

Home Phone _____ Cell Phone _____

Email address (print carefully) _____

Parent's Business Address _____

Work Phone _____

Extended Hours you expect to need on a regular basis: (Extended Hours are rendered at an additional cost beyond preschool care.)

Days: _____ Time: _____

Revised 3/3/20