



St. Luke's Preschool

4101 Fordham Road
Richmond, VA 23236

RE: Registration for the 2022-2023 school year

Dear Parents,

We are excited that you are interested in enrolling your child for the 2022-2023 school year. St. Luke's Preschool is proud to have been providing quality early childhood education since 1982. We strive to provide developmentally appropriate experiences for each child within a caring, Christian environment. The purpose of our program is to provide all children with a positive school experience where they can explore new things, develop a love of learning, foster relationships with others, and grow cognitively in a safe and nurturing place. We offer a unique program with separate music, art, and library classes, each with their own curriculum. We offer small group sizes with a low teacher to student ratio. We have fun during our monthly in-house activities such as the petting zoo, storytellers, puppet shows, musicians, and jugglers. Check out all of our programs at www.stlukespreschoolva.com. We look forward to getting to know our new students and their families as well as welcoming back our returning ones.

Attached you will find the following *required* registration documentation:

- 2022-2023 Registration Form/ \$100 Registration Fee*
- Medical Release Form
- Tuition Contract
- ACH Authorization Form (if applicable)

All forms, **including a copy of your child's birth certificate** are due at the time of registration along with the registration fee of **\$100** per child. **Updated immunization records will be due for all new students by August 1, 2022.** In addition, an activity fee will be due at the end of September that will cover all in-school special event throughout the year. The amount of the activity fee may vary depending upon which class your child is enrolled in. The Preschool Office will be accepting registration forms beginning on **Monday, January 24** (see website for addtl. details). Simply return the required forms, along with your payment of \$100, to either the Director or the Assistant Director. *Your child will not be officially registered until all required paper work and fees have been received.*

***For 2022-2023, our \$100 non-refundable Registration Fee will be applied to your child's September Tuition Payment(withdrawn May 1st or 15th)due to a one-time ARPA grant.**

*** For our larger families, there is a family maximum registration fee of \$200. For families enrolling 3 or more children, we also offer a 10% discount on the tuition of the 3rd child's registration/family. This discount will be taken off the lowest tuition for that family.

If you have questions regarding registration, please feel free to contact me at 804-276-8303 or email me at director@stlukespreschoolva.com.

Thank you,

Michele Hart, Director