

**Brook Hill Weekday Preschool**  
**Teaching and Caring in a Loving Environment**  
8946 Indian Springs Road  
Frederick, MD 21702  
301-662-2232

Dear Parents:

We welcome you! Attached is the registration form for Brook Hill Weekday Preschool. If you are interested in enrolling your child for the 2012-2013 school year, **please complete this form and return with a \$75 non-refundable registration fee (per family) and a copy of your child's birth certificate (unless a copy is already on file in our office)**. Currently enrolled families and Brook Hill Church members will have priority enrollment starting Monday, November 28, 2011 until Tuesday, January 3, 2012. At that time, registration will also be open to previously enrolled families and the general community. Enrollment is on a first-come, first-serve basis. This is also true for the choice of classes. We will do our best to place your child in your first choice, but it is important to also list your second choice. If we do not have a placement for your child, we will put her/him on a waiting list. We will keep the registration form but return the registration fee. If an opening becomes available, we will notify you. At that time the \$75 registration fee will be due to reserve the placement. You may either return your registration by mail or drop it off at the preschool office. The church office will also accept your registration and see that we receive it. You will be notified that your Registration has been received if you mail the registration or place it with the church staff. If you register in person in the preschool office, no acknowledgment will be sent.

Children registering for the 3's classes must be 3 on or before September 1<sup>st</sup>. Children registering for the 4's classes must be 4 on or before September 1<sup>st</sup>.

**Children must be potty trained to attend Brook Hill Weekday Preschool.**

For the 2012-2013 school year, we are offering morning classes for 3-year-olds on Tuesday and Thursday (2-day option) and Monday, Wednesday, and Friday (3-day option). Hours for 3's will be 9:00-11:25 am.. 4's class offerings are 5-day am and Monday, Wednesday, Friday (3-day) am option. Hours for 4's will be 9:00 to 11:30 am. If there is enough interest and enrollment, we may add afternoon options to our program for next year. There is a place on the attached Registration Form to indicate if you would prefer afternoon options should they become available. **Brook Hill Weekday Preschool now offers a 50% sibling discount for the second sibling if 2 children are enrolled in our program during the same year.** The tuition for the 2012 – 2013 school year will be as follows:

**3'S CLASSES**

MONDAY/WEDNESDAY/FRIDAY MORNINGS

TUESDAY/THURSDAY MORNINGS

**TUITION FOR THE THREE DAY 3'S CLASS IS \$185 PER MONTH  
TUITION FOR THE TWO DAY 3'S CLASSES IS \$145 PER MONTH**

**4'S CLASSES**

MONDAY/WEDNESDAY/FRIDAY MORNINGS

5 DAY CLASS ---MORNINGS

**TUITION FOR THE THREE DAY 4'S CLASSES IS \$185 PER MONTH  
TUITION FOR THE FIVE DAY 4'S CLASS IS \$240 PER MONTH**

**There is also a \$90 activity fee. This fee will cover field trips, performing arts presentations, tote bags, etc. This fee will need to be paid with the first tuition payment.**

**SPECIAL NOTE: IF YOU ENROLL YOUR CHILD, YOU WILL BE MAILED A PACKET OF INFORMATION AND FORMS IN SPRING. SEPTEMBER TUITION, THE ACTIVITY FEE AND ALL NECESSARY PAPER WORK WILL BE DUE ON JULY 15<sup>th</sup> IN ORDER FOR YOU TO KEEP YOUR CHILD'S SPOT.**

If you have any questions or if you would like to arrange a visit, please call us at 301-662-2232. We have several open houses scheduled throughout the school year that you are welcome to attend. We are looking forward to having you as part of the Brook Hill Weekday Preschool community!

Sincerely,

Carolyn Kolega  
Director

Brook Hill Weekday Preschool is open to all children, regardless of race, religion, national or ethnic origins.