



# PROVIDENCE CHURCH PRESCHOOL

294 Seven Farms Drive, Charleston, SC 29492

843-971-5275

Open M-F from 9 AM to 12:30 PM

Email: [preschool@providencecharleston.org](mailto:preschool@providencecharleston.org)  
[www.pbcpreschool.com](http://www.pbcpreschool.com)

## 2024-25 Registration Application

*Please keep the top pages for your reference and turn in the last page with payment to register.*

Registration for Providence Church Preschool's 2024-25 program begins on Monday, Jan. 8, 2024 for current PCP families. Priority placement will be given to returning students and siblings of returning students for applications received by Friday, Jan. 12, 2024. Applications from new families will be accepted beginning Tuesday, Jan. 16, 2024. **Please note that we do not accept religious exemptions for immunizations.**

**REGISTRATION FEES AND FORMS...**No application is complete without full payment of the registration fee. The registration fee is equal to one month's tuition. This application is required to hold a spot for each child and may be hand-delivered or emailed and paid online. Providence Church Preschool takes cash, check or online payments. Our online payment link [can be found here](#).

***The registration fee is non-refundable, and does not apply towards tuition.***

***If you choose to pay registration and tuition online with a credit card, you must pay the credit card processing fee (check the box). This applies to monthly and yearly payments.***

***Classes will be filled in the order in which completed applications are received.***

**DISCOUNTS...**Families with multiple children attending PCP will receive a 5% discount on total monthly tuition; however, there is no discount on the registration fee. There is also a 5% discount given on tuition that is paid for the year in full. Families may choose to apply one or the other of these discounts if applicable - not both at the same time.

**SEPTEMBER 1 CUT-OFF...**Your child must be the age of the class on or before **September 1, 2024**. There are no exceptions to this rule, as children will not be accepted into kindergarten programs without following this age requirement. This date was thoughtfully set with children's developmental readiness in mind.

**POTTY TRAINING...**All children in the 3's class must be fully potty trained by our start date.

**TUITION PAYMENTS...**Tuition payments will be due no later than the **10th** of each month. Tuition is paid ahead one month, from August through April. The first payment (for September tuition) is due no later than **August 10, 2024**; the last payment for the school year will be due by April 10, 2025. A full month's tuition payment will be charged regardless of the number of days attended that month. The late fee is \$25.

**IMMUNIZATION RECORDS...**State law requires a record of immunization on file with PCP. This record must be on file no later than **Sept. 30, 2024**. This record may be hand-delivered or emailed. Please provide the standard DHEC School Immunization Form - available at your pediatrician's office. **We do not accept religious exemptions for immunizations.**

**CALENDAR...**The program year will run from Labor Day until the week of Memorial Day and will follow Berkeley County Schools' holiday and weather closings schedule. *Providence Church Preschool will be closed if BCSD calls an E-Learning Day due to inclement weather or other emergency closings.*

## **CLASS CHOICES**

### **Twos**

2 days (Tues/Thurs) \$275 per month

3 days (Mon/Wed/Fri) \$385 per month

5 days (Mon-Fri) \$550 per month

### **Threes**

3 days (Mon/Wed/Fri) \$375 per month

5 days (Mon-Fri) \$530 per month

### **Fours**

4 days (Mon-Thurs) \$450 per month

5 days (Mon-Fri) \$550 per month

***\*Please keep the top pages of this application for your reference. To register, turn in the last page to the director with payment. Vaccination records are due by Sept. 30 or at the time the student enrolls, if later in the year. We do not accept religious exemptions for immunizations.***

**Registration Information**

Child's Full Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Preferred Name or Nickname \_\_\_\_\_

Class Choice (for example: 3 day 3's) \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Email addresses for school communication (include both parents if preferred)

\_\_\_\_\_  
\_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please completely list any special needs, allergies or health problems we should be aware of.

\_\_\_\_\_  
Is your child currently receiving Speech or OT services? \_\_\_\_\_

Does your child have an I.E.P.? \_\_\_\_\_

**Parent Acknowledgements...** please initial the following statements and sign at the bottom.

\_\_\_\_\_ I understand that the registration fee is non-refundable, and must be paid in order to complete registration. ***No discounts will apply to registration fees.***

\_\_\_\_\_ I understand that I must submit a full vaccination record at the time of enrollment. Providence Church Preschool does not accept religious exemptions for vaccinations.

\_\_\_\_\_ I understand that each of the nine (9) tuition payments is due from August 10, 2024 to April 10, 2025.

\_\_\_\_\_ I understand that I am responsible for paying the processing fee if I pay online with a credit card, whether I pay monthly or yearly tuition.

\_\_\_\_\_ I understand that a late fee of \$25.00 will be added to my child's tuition if payment is not received by the 10th of the month. I understand I will be responsible for paying bank charges as well as a \$35.00 fee to Providence for any returned checks.

\_\_\_\_\_ I understand that my child must be fully potty trained by September 1, 2024 to be in a 3's or 4's class.

\_\_\_\_\_ I understand that repeated and/or egregious behavior, including biting, spitting, and any other aggressive behavior may result in school expulsion.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

[Click here for our online payment link.](#)