

South Lyon Community Schools Preschool

2019-2020

REGISTRATION INFORMATION:

**South Lyon Early Childhood Center**

310 N. Warren St.

South Lyon, MI 48178

248-573-8330

[ecc@slcs.us](mailto:ecc@slcs.us)

**Registration:** A **non-refundable** registration fee of \$100.00 for one child in the family or \$140.00 for 2 or more children is due at time of registration by cash or check only. Families currently enrolled in our program may pay their registration fees online using MyProcure.

**Tuition:** Tuition is payable in 9 monthly installments beginning August 1<sup>st</sup> and then each month through April 1<sup>st</sup> (August, September, October, November, December, January, February, March, April).

**Tuition Discount:** Families who wish to pay the total tuition on or before August 1<sup>st</sup> will receive a tuition discount of 5%. (The registration fee is not included in the discount). Please note that the Parent-Tot, TOT and the All Day PreK E19-PK-3 and E19-PK-4 classes are **not** eligible for the tuition discount.

**Timeline for changes and refunds:**

**August 15, 2019:** Deadline for enrolled students to change classes without a fee (space permitting).

**August 16 - 31, 2019:** 3% of the total tuition of the new class will be assessed to switch classes (space permitting)

**September 1, 2019:** NO REFUNDS of 1<sup>st</sup> tuition payment if child is withdrawn from the program.

**September 2-13, 2019:** The 2<sup>nd</sup> tuition installment (due September 1) will be refunded if a child is withdrawn from the program.

**September 5, 2019:** No changes or class switching for enrolled children will be permitted. Enrollment of new students will continue as space allows.

**September 16, 2019:** NO REFUNDS of any tuition payments.

**Miscellaneous Information:** A **waiting list** will be created when a class fills. New classes may be created if space allows and at the discretion of the district.

Classes are **in session** for 30 weeks. Calendars for each class will be provided by the classroom teacher. Teachers may schedule field trips and special evening sessions which are included in the 30 week program total. Generally classes begin mid-September and run through the end of May/beginning of June. (Exceptions: All Day Pre-K classes, PK-3 and PK-4 which follow the school district begin & end dates)

Classes may be **combined due to low enrollment**. Those enrolled in the affected classes will be given the choice to accept the combined class, another class with openings, or offered a refund. All children (except Parent-Tot) should be **toilet-trained**.

**Class Cancellations:** This class schedule is subject to change and/or cancellation based on classroom availability and enrollment. Parents will be notified if a class becomes unavailable at any point. Families enrolled in a cancelled class will be given the choice to choose another class with openings or given a refund.

**Payment Information:** Checks should be made to S.L.C.E. Payment can be made by cash in the Early Childhood Center office during office hours. After a Preschool account has been established you may pay on-line at [myprocure.com](http://myprocure.com) or in person with a credit card.

Preschool Website:

[http://www.slcs.us/schools/preschool\\_programs/index.php](http://www.slcs.us/schools/preschool_programs/index.php)

Email: [ecc@slcs.us](mailto:ecc@slcs.us)

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