



St. James Preschool  
a loving place to learn

Registration Information  
2024~2025

# Welcome to St. James Preschool!

Making the decision to start your child in preschool, and then going through the process of selecting one that meets your family's needs is challenging. There are so many things to consider, and so much emotion attached to finding a program in which you will entrust the care of your child.

St. James Preschool is an established program committed to creating an environment for your children that is stimulating, enriching, and exciting. While at St. James, we believe that your children will be lovingly challenged to grow socially, developmentally, intellectually, and physically; and receive the best care possible.

We appreciate your interest in our program and your desire to participate in registration. We hope you find this booklet, which describes our philosophy, our educational approach, our class offerings, and our registration process useful as you complete your application. If you have any further questions, please do not hesitate to contact us. We look forward to serving you.

Susan Viers  
Preschool Director

Megan Filopovic  
Registration Coordinator

# ***St. James Preschool***

*A ministry of*

*St. James United Methodist Church*

*4400 Peachtree Dunwoody Road, NE*

*Atlanta, GA 30342*

*Susan Viers, Preschool Director*

*Jenny Castro, Assistant Director*

*Preschool Office: 404-237-7354*

*Church Office: 404-261-3121*

*[www.sjpatlanta.org](http://www.sjpatlanta.org)*

**St. James Preschool is a member of these professional organizations:**

Southern Association of Colleges and Schools

National Association for the Education of Young Children

North Georgia United Methodist Preschool Association

Georgia Preschool Association

Southern Early Childhood Association

# ***St. James Preschool Philosophy***

As a ministry of St. James United Methodist Church, each person involved in the Preschool is called to love as God loves and to provide a loving, nurturing and creative environment for each and every child enrolled in our program.

We are committed to the belief that children develop and learn best in the context of a safe community where they are valued, where their physical needs are met, and where they feel secure. Knowing that children are active learners, we will help children learn to communicate effectively, respect others, analyze situations, exercise reasonable judgments, and solve problems.

The adults in our program are committed to providing a nurturing environment while facilitating children's play. Play is the vehicle through which children learn. While our children are playing, they develop socially, emotionally, cognitively, and physically.

We believe that optimum learning experiences take place in pressure free classrooms that are print rich and visually stimulating. Our classrooms provide children with opportunities to practice newly acquired skills and to experience new challenges beyond their level of present mastery.

When children leave our program, we hope that they will be on the path to developing confidence in themselves and a curiosity in life.

## **Goals for our Children:**

Children enrolled in our program will have opportunities to:

- Participate in large and small group activities
- Develop gross motor skills
- Experience music and art
- Make messes
- Create stories
- Ask questions
- Develop social skills
- Acquire pre-math, pre-reading and pre-writing concepts
- Discover an understanding of the natural environment
- Express themselves
- Learn respect for authority and the rights of others

## **Curriculum**

Based on Piaget's Cognitive Discovery Theory of Development, our curriculum is designed to give the child a variety of experiences at different levels in all academic areas, thus providing success and challenge. The Creative Curriculum is used as the curriculum framework for all classes, infant through pre-kindergarten. The math and reading readiness programs are designed to teach basic concepts and beginning skills. Math readiness is taught using manipulative concrete objects and Math Their Way curriculum, and reading readiness is taught using both the Zoophonics curriculum and language arts. In the writing readiness program, emphasis is placed on large and small muscle development and the eye-hand coordination necessary for writing and our Handwriting Without Tears class. Art is presented with special emphasis on the process rather than final product.

## **Special Classes**

### **Library**

St. James Preschool is proud to offer a friendly and exciting children's library for all its children. Young 3, 3 year old, PreK, TK, and Kindergarten classes visit the library once a week where they are presented with stories and are free to browse the bookcases and make a book selection. In addition, the 2 year old classrooms goes to the library to hear stories, but do not check out a book.. The weekly library activity is designed to encourage a love of reading as well as to help develop and teach responsibility.

### **Music**

All classes participate in a weekly music class.

### **Playball**

Playball, offered to the 3, PreK, TK, and Kindergarten classes once each week, is a program focusing on basic gross motor and movement skills in young children. Young 3 classes begin attending in January.

### **Chapel**

Children in the 3, PreK, TK, and Kindergarten classes attend chapel each Monday in the sanctuary where spiritual concepts are learned through songs and simple lessons. Young 3 classes begin attending in January.

### **Handwriting Without Tears**

All children in the 5D3's classes participate in a weekly Handwriting without Tears class. Children in the PreK, TK and Kindergarten Class participate in the class twice a week.

## **Makerspace**

All children in the 5D3's, PreK, TK and Kindergarten classes participate in Makerspace classes. Children are encouraged to solve problems by inventing or creating projects using materials from the studio.

## ***Class Arrangement and Size***

It is our desire to maintain a small student/teacher ratio to provide the utmost in individualized instruction.

## **Infant Class**

A child who will be at least 6 weeks old by September 1, 2024 may be registered for the infant class one or two days a week (Tuesday/Thursday or Wednesday/Friday). Our goal for this class is a 3:1 student: teacher ratio.

## **Toddler Class**

A child who will be at least one year old by September 1, 2024 may be registered for a two day class (Tuesday/Thursday) or a three day class (Monday/Wednesday/Friday). The Toddler class meets on Monday until 11\* and then on Wednesday and Friday until 12. Our goal for this class is a 4:1 student: teacher ratio.

## **Young Two's Class**

A child who will be two years old between September 1, 2024 and December 31, 2024 may be registered for a two day class (Tuesday/Thursday), or a three day class (Monday/Wednesday/Friday). The Monday/Wednesday/Friday class will meet until 11 on Mondays\* and 12 on Wednesday and Friday. Our goal for this class is a 6:1 student: teacher ratio.

## **Two Year Old Class**

A child who will be at least two years old by September 1, 2024 may be registered for a two day class (Tuesday/Thursday) a three day class (Monday/Wednesday/Friday) or a five day class (Monday-Friday). Our goal for this class is a 6:1 student: teacher ratio.

\*Children are automatically enrolled in a Stay and Play from 11-12 offered through the church on Mondays.

## **Young Three's Class**

A child who will be three years old between September 1, 2024 and December 31, 2024, may be registered for a three day class (Monday/Wednesday/Friday), or a five day class (Monday-Friday). Our goal for this class is a 7:1 student: teacher ratio. The children in the young three class naturally progress into a three year old class the following year.

## **Three Year Old Class MWF until 12, 5 Day 3's until 1**

A child who will be at least three years old by September 1, 2024 may be registered for a three day class (Monday/Wednesday/Friday) OR a five day class (Monday – Friday) which meets until 1. **Children enrolled in this program must be toilet trained.** Our goal for this class is an 8:1 student: teacher ratio.

**Four Year Old Class (Pre-Kindergarten that meets until 1)** A child who will be at least four years old by September 1, 2024 may be registered for a five day (Monday-Friday) Pre-k class. Our goal for this class is an 8:1 student: teacher ratio.

## **Transitional Kindergarten Class (Pre-Kindergarten meets until 1)**

This is a transitional class for those students not quite ready for kindergarten or a pre-first program. The class is designed for those students that are five years old and have **completed a four year old program** at St. James or another preschool. *Formation of this class is based upon need and at the discretion of the director. Please contact the director should you have questions regarding this class.*

## **Kindergarten ( meets until 1)**

This is a fully accredited half day kindergarten class with a maximum capacity of 12 children and 2 teachers. The class is also designed for children who are ready for the rigors of the Georgia Kindergarten program. The child must be 5 years old as of September 1 and completed a Prek class.

***\*Children are automatically enrolled in a Stay and Play from 11-12 offered through the church on Mondays.***

## **Registration Policy and Procedure**

Applications are sent home with all currently enrolled St. James students during the first few weeks of November. Application materials will be available for new students in the Preschool office from Friday, November 10, 2023 through Friday December 8, 2023. Each application and applicable fee must be MAILED, brought into the Preschool office, or sent in online by 2:00 pm on Friday, December 8, 2023.

## **Registration - Current Children and Siblings, Children of Formerly Enrolled Families, and New Children Who Are Members of St. James UMC**

Current children and their siblings, children of formerly enrolled families, and new children who are members of St. James UMC must submit a Registration Application and Fees between, Friday, November 10, 2023 and Friday, December 8, 2023 by 1:00 p.m. Applications and Fees must be mailed, brought into the Preschool office, or submitted online. A \$150.00 non-refundable Application and Registration Fee must accompany each Registration Application.

**All returning students are guaranteed a space.**

## **Registration – Other New Students**

All other families (families who have never had a child at St James Preschool and non-church members) must submit a Registration Application and Application Fee between Friday, November 10, 2023 and Friday, December 8, 2023 by 1:00 p.m. An adult must submit the **Registration Application AND** a non-refundable **\$150.00 Application Fee** to the Preschool office. Letters of acceptance will be mailed on January 12, 2024, to all families who apply in open registration. Families must notify the preschool by Friday, January 26, 2024 if they plan to attend the Preschool. Parents of students placed on the wait list will be notified of openings as they occur.

## **Priorities for New Students**

Should there be an over-subscription to a particular class; a lottery process will be used to assign spaces. Applications for new students will be considered, subject to the following priorities:

1. Children of St. James UMC members
2. Siblings of current students in St. James Preschool
3. Former St. James students and their siblings
4. All other applicants



## Placement Decisions

*The Preschool reserves the right to determine the appropriateness of St. James Preschool for a particular applicant based on his/her needs and the school's facilities and resources.*

*The Preschool reserves the right to determine class assignments.*

*All admission and placement decisions for St. James Preschool are made without regard to race, color, creed, sex, or national origin.*

## Withdrawal after Acceptance

Please notify the Preschool Director immediately if, after acceptance, you decide you wish to withdraw your child from St. James Preschool prior to the start of the school year. Our budget for the year is based upon full enrollment and efforts must be made as early as possible to fill all available openings. For the same reason, please notify the Director as early as possible in the event that you plan to withdraw your child from the program after the school year has begun.

## Registration Fees and Tuition

Tuition checks should be made payable to St. James Preschool. Checks may be delivered by an adult to the Preschool office or mailed to:

**St. James Preschool**

**4400 Peachtree Dunwoody Road, NE**

**Atlanta, GA 30342**

## Tuition and Payment Schedule

For the 2024 – 2025 school year, a **non-refundable \$350 tuition deposit is due on March 15, 2024**, to be applied to the final February 2025 payment. Subsequent tuition for the Preschool is payable in three payments, **May 2024, November 2024, and February 2025**. Tuition payment is due the first day of the month. The tuition payment will be considered late after 10 business days. Payments made after that day will include a \$100.00 late fee.

Members of St. James Church are entitled to a \$100 reduction in tuition per child.

The Preschool operates entirely on funds provided by these tuition fees. When a child is registered, we assume it is for the entire year and our budget is planned accordingly. All registration fees and tuition payments are non-refundable and non-transferable.

## 2024-2025 Tuition Payment Schedule

|                       | Year   | Payment | Feb.(Triannual - 350) |
|-----------------------|--------|---------|-----------------------|
| <b>Infants</b>        |        |         |                       |
| One Day               | \$1890 | \$630   | \$280                 |
| Two Days              | \$3660 | \$1220  | \$870                 |
| <b>Toddlers</b>       |        |         |                       |
| Two Days              | \$4053 | \$1351  | \$1001                |
| Three Days            | \$5604 | \$1868  | \$1518                |
| <b>Young Two's</b>    |        |         |                       |
| Two Days              | \$4053 | \$1351  | \$1001                |
| Three Days            | \$5604 | \$1868  | \$1518                |
| <b>Two Year Old</b>   |        |         |                       |
| Two Days              | \$4254 | \$1418  | \$1068                |
| Three Days            | \$5670 | \$1890  | \$1540                |
| Five Days             | \$8013 | \$2671  | \$2321                |
| <b>Young Three's</b>  |        |         |                       |
| Three Days            | \$5670 | \$1890  | \$1540                |
| Five Days             | \$7671 | \$2557  | \$2207                |
| <b>Three Year Old</b> |        |         |                       |
| 3D until 12           | \$5790 | \$1930  | \$1580                |
| 5D until 1            | \$8586 | \$2862  | \$2512                |
| PreK4 until 1         | \$8859 | \$2953  | \$2603                |
| *TK until 1           | \$8859 | \$2953  | \$2603                |
| *Kinder until 1       | \$9330 | \$3110  | \$2760                |

\* These classes are subject to numbers at the start of school.

*Please Note: If the quarterly tuition payment plan causes a hardship to your personal finances, please contact the Preschool Director to make alternate arrangements for payment.*