



Soapstone Preschool

*A faith-based, play-based preschool located in
the heart of North Raleigh*

January 2024

Thank you for your interest in Soapstone Preschool! This information is designed to help you determine when and how you should register your child(ren) for the 2024-2025 school year. Please read the instructions entirely before you complete your online application and email our preschool director, Jessica Slessman, at jslessman@soapstoneumc.org if you have any questions.

Hours of Operation

Soapstone Preschool operates from 9:15 am – 12:45 pm Monday through Friday for our 2's – Transitional Kindergarten classes and includes a designated lunch time for those classes. Children will bring a lunch from home and enjoy that time to socialize and play with their classmates.

Our Toddler program operates from 9:15 am – 12:15 pm from August – December. From January – May, the Toddler program operates from 9:15 am – 12:45 pm (with a designated lunch time).

Class Offerings & Tuition Rates

****Child must be the age of the class choice on or before 8/31/24; Toddlers must be 15 months on or before 8/31/24****

Toddlers (15 months – 23 months)

Child:Teacher Ratio – 6:2

M/W or T/TH...\$260/month

2's

Child:Teacher Ratio – 8:2

M/W or T/TH...\$270/month

M-F...\$410/month

3's

Child:Teacher Ratio – 12:2

T/TH...\$265/month

M/W/F...\$330/month

M-F...\$405/month

4's

Child:Teacher Ratio – 12:2

M-TH...\$370/month

M-F...\$405/month

Transitional Kindergarten (*must be 5 on or before October 31*)

Child:Teacher Ratio – 13:2

M-F...\$410/month

Tuition

Tuition is divided into 9 equal payments (see above monthly rates) and due on the 10th of each month. Online payments via Procure (autopay ACH drafts, credit or debit cards) are highly recommended; checks are also accepted. Advance payment for the last month's tuition (May 2025) is required for ALL students and will be due on **May 10, 2024, or at the time of registration if after May**. Subsequent tuition payments are paid one month in advance (August – March). Delinquent payments will be charged a late fee of \$20.

Please read the 2024-25 Soapstone Preschool Financial Agreement for further details. You can find that document on our website, or here: [2024-25 Soapstone Preschool Financial Agreement](#)

Registration Fees

The registration fee is equal to one month's tuition. New families must add \$10 to their registration fee for their child's Soapstone tote bag. The registration fee is not applied toward tuition. Registration fees go towards annual classroom & major supplies, as well as general preschool and playground maintenance and improvements. This fee is non-refundable if you are offered a spot.

The registration fee is based on your first-choice class, regardless of what class within you are actually placed. No changes will be made to the initial registration fee.

Waitlist Information

If your first and second-choice classes are full, your application will remain on our waitlist until an opening is available. When you are notified of an opening, you will have 72 hours to accept it. If you do not accept the spot within 72 hours, you will forfeit your registration fee and the spot will go to the next family on the waitlist.

Waitlisted families will be updated throughout the spring and summer; any family who chooses to remain on the waitlist can do so until the day before the 2024-2025 school year starts. On that date, any family still on the waitlist will be removed and registration fees will be refunded.

If you would like to stay on/join the waitlist after the school year starts:

- You will receive an email from the preschool office asking if you would like to remain on the waitlist.
- You will be charged a non-refundable fee of \$75
- If you are placed, the \$75 will go towards your registration fee if a spot opens
- If you are not placed before the 2025-26 enrollments session opens, the \$75 can go towards your registration fee for the 2025-26 school year.

Registration Dates & Priority Tiers

Registration for the 2024-2025 school year will be divided into the following three categories:

1. **TIER ONE: January 17, 2024—Currently enrolled students & their siblings**
All currently enrolled students are guaranteed a spot (not a specific class) if registration forms and fees are **submitted** by Wednesday, January 17, 2024, **by 12:45 pm**.
2. **TIER TWO: January 22, 2024—Soapstone Church members not currently enrolled, previously enrolled families & families on the waitlist for the current year**

Begins Monday, January 22, 2024, at **10:00 am**.

3. **TIER THREE: January 24, 2024—General Public**
Begins Wednesday, January 24, 2024, at **10:00 am**.

Registration Instructions

Returning Families Who Pay via Procure:

- 1) Complete the online application form, found on the preschool website. You may complete the application early, but applications will not be processed until **January 17**.
- 2) You will be automatically invoiced and charged your registration fee using your existing payment method on Procure on **January 17**, when your application is processed.
- 3) To guarantee a spot (not a specific class) for the 2024-25 school year, online applications must be submitted **no later than 12:45pm on January 17**.

Returning Families Who Pay via Check:

- 1) Complete the online application form, found on the preschool website. You may complete the application early, but applications will not be processed until **January 17**.
- 2) Please bring a check for the registration fee to the preschool office on **January 17**.
- 3) To guarantee a spot (not a specific class) for the 2024-25 school year, online applications must be submitted and a registration check must be received **no later than 12:45pm on January 17**.

*In the (unlikely) event that more existing families register **on time** for the same class than there are spots, a lottery will be held to determine placement for that class.*

New Families:

- 4) Complete the online application form. While you may complete your application earlier, applications will not be processed until the date in which your registration tier opens.
- 5) Mail or drop-off a check in-person, *made payable to Soapstone Preschool*, for your registration fee, plus \$10 for your child's Soapstone Preschool tote bag, on the date your priority group is eligible for registration. Checks will be received beginning at **10:00 am on January 22 (Tier 2) and January 24 (Tier 3)**. **Applications will only be considered complete upon receipt of your registration check.**
- 6) If admitted, you will be provided with instructions on how to join Procure, our online communication and bill-paying tool.

Families will be notified by early February if they have been accepted into the preschool. Families will be notified by late March regarding class choice placement. Specific class lists & teacher assignments will be distributed in August 2024.

Medical Information

A medical form, along with a copy of your child's current immunization record, must be completed and **uploaded electronically** to Procure **by August 10, 2024**. In addition, if your child has an existing allergy, the preschool will need a copy of an Allergy Plan, signed by a doctor, uploaded to Procure by August 10, 2024. Soapstone Preschool does not accept religious exemptions to immunizations. You

may find the copy of our medical form on our website, or here: [2024-2025 Soapstone Preschool Medical Form](#).

Instructions for completing the medical form can be found here: [Medical Form Instructions](#)

- Medical Forms/Immunization Records/Allergy Plans will only be accepted electronically (uploaded to your child's Procure profile). Hard copies and/or emailed copies to the preschool office will not be accepted.
- All forms need to be uploaded to Procure no later than August 10, 2024 or you will incur a \$25 late fee. In addition, your child will not be able to start the school year without their updated forms. *Please email Ms. Jess with doctor appointment conflicts.*

Toddlers & 2's: First Weeks of School

To help our youngest children transition into the preschool day, our Toddler and 2's classes will have a modified day from 9:15am – 11:30am in the first two weeks of the school year. After this, our Toddlers and 2's will operate on normal hours. We will communicate with parents individually if a longer transition period is needed for a child.

Thank you again you for your interest and support of our program. We are grateful for the opportunity to share in the growth and development of your children. We are humbled by your trust and faith in our sweet preschool program.

Blessings,

Ms. Jess

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