



Soapstone Preschool

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

January 2025

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 2025-2026 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 bring 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 8/31/25; Toddlers must be 15 months on or before 8/31/25****

Toddlers (15 months – 23 months)

Child:Teacher Ratio – 6:2

M/W or T/TH...\$295/month

2's

Child:Teacher Ratio – 8:2

M/W or T/TH...\$290/month

M-F...\$430/month

3's

Child:Teacher Ratio – 12:2

T/TH...\$290/month

M/W/F...\$350/month

M-F...\$425/month

4's

Child:Teacher Ratio – 12:2

M-TH...\$395/month

M-F...\$425/month

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

Child:Teacher Ratio – 13:2

M-F...\$430/month

Tuition

Tuition is divided into 9 equal payments (see above monthly rates) and due on the 10th of each month.

- **Accepted Payment Methods:** Procure (online autopay ACH drafts, credit or debit cards) and checks made payable to Soapstone Preschool. *Procure is highly recommended.*
- Advance payment for the last month's tuition (May 2026) is required for ALL students and will be due on **May 10, 2025, or at the time of registration if after May.**

Please read the 2025-26 Soapstone Preschool Financial Agreement for further details. You can find that document on our website and here: [2025-26 Soapstone Preschool Financial Agreement](#)

Registration Fees & Tote Bag Fee

The registration fee is equal to one month's tuition. 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 which class you are placed. No changes will be made to that registration fee.

New students to the preschool will be charged a \$15 tote bag fee in August 2025.

Registration Dates & Priority Tiers

Registration for the 2025-26 school year will be divided into the following three categories:

1. **TIER ONE: January 13, 2025—Currently enrolled students & their siblings**
Begins Monday, January 13, 2025, and ends on Wednesday, January 15, 2025, at 8:00pm.
2. **TIER TWO: January 16, 2025—Soapstone Church members not currently enrolled, previously enrolled families, families on the waitlist for the current year, Tier 1 families not yet registered**
Begins Thursday, January 16, 2025, at **10:00 am**, and ends on Wednesday, January 22, at 12:45pm.
3. **TIER THREE: January 23, 2025—General Public, Tier 1 or 2 families not yet registered**
Begins Thursday, January 23, 2025, at **10:00 am**.

Families will be notified by early February if they have been accepted into the preschool and then again by March about class choice placement. At that time, new families will receive instructions on how to join Procure, our online communication and billing tool. Specific class lists & teacher assignments will be distributed in August 2025.

Tier 1 Registration Instructions (Current Families & Siblings)

Registration period runs from January 13 at 7:00am through January 15 at 8:00pm. All applications will be considered once the Tier 1 registration period closes, not on a first-come, first-serve basis.

- 1) **Application:** Complete the online form, found on the preschool website. The application link will go live on the website on January 13 at 7:00am.
- 2) **Registration Fee:** Fees will be invoiced and charged to existing families using the current method of payment for the 2024-25 school year, unless otherwise indicated by the family at registration. Checks must be received in the preschool office by January 15 at 12:45pm.
- 3) Tier 1 families who do not apply by 8:00pm on Wednesday, January 15, will register as a Tier 2 family. Your spot and class choice cannot be guaranteed at that time.

Considerations for Tier 1 Registration:

If more current families register **during the Tier 1 timeframe** for the same class than there are spots, we will consider the following:

- 1) The number of days the child currently attends (we will not ask a family to attend fewer days than they are currently attending)
- 2) A child who is currently in the preschool will have higher priority than an entering sibling (for example: a child currently enrolled in the Toddlers will have priority for their 1st choice class in the 2's vs. a sibling who is entering in as a new student in the 2's)
- 3) Transitional Kindergarten: priority will go to students currently enrolled in the 4's program. Considerations may also be made for those currently enrolled in the 4's program with younger siblings in the preschool.

Tier 2 Registration Instructions (SUMC Members, Current Waitlisted Families, Returning Families)

Registration period runs from January 16 at 10:00am through January 22 at 12:45pm. Tier 2 registration is first-come, first-serve, based on the date/time in which we receive your registration check, along with a submitted online application.

- 1) **Application:** Complete the online form, found on the preschool website. The application link will go live on the website on January 13 at 7:00am.
- 2) **Registration Fee:** Bring a check for your registration fee, *made payable to Soapstone Preschool*, to the preschool beginning January 16 at 10:00am. We will collect checks in the preschool lobby.
- 3) Tier 2 families who do not submit an application and registration check by 12:45pm on Wednesday, January 22, will register as a Tier 3 family.

Tier 3 Registration Instructions (General Public)

Registration period begins on January 23 at 10:00am. Tier 3 registration is first-come, first-serve, based on the date/time in which we receive your registration check, along with a submitted online application.

- 1) **Application:** Complete the online form, found on the preschool website. The application link will go live on the website on January 13 at 7:00am.
- 2) **Registration Fee:** Bring a check for your registration fee, *made payable to Soapstone Preschool*, to the preschool beginning January 23 at 10:00am. We will collect checks in the preschool lobby.
- 3) **If you are registering after January 23**, we will accept checks in the preschool office on Monday-Friday, between 8:30am-1:00pm. The receipt of your registration check finalizes the application.



Soapstone Preschool reserves the right to have the final decision in placing children into each class. We look at many factors, including the boy-to-girl ratio, class & student needs, and the considerations listed above under "Tier 1 Registration". We commit to doing our best to give each family their first-choice class, if possible.

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 2025-26 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 refunded back your original registration fee, minus \$75.
- If you are placed, the \$75 will go towards your new registration fee if a spot opens.
- If you are not placed before the 2026-27 enrollments session opens, the \$75 can go towards your registration fee for the 2026-27 school year.

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, 2025**. In addition, if your child has an existing allergy or has a condition requiring medication, the preschool will need a copy of an Allergy Plan or a Medication plan, signed by a doctor, uploaded to Procure by August 10, 2025. Soapstone Preschool does not accept medical or religious exemptions to immunizations.

You may find the copy of our medical form on our website, or here: [2025-26 Medical Form](#)

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

- Medical information must be posted to Procure. No hard copies or emailed copies, please.
- There is a \$25 fee for late forms. Children may not start school without updated forms. *Please email Ms. Jess with doctor appointment conflicts.*
- Soapstone Preschool follows the vaccine plan as noted by the [CDC's Vaccination Schedule](#).

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 at 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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