



Dear Parents,

Thank you for your interest in Incarnation Preschool for the 2017-18 school year. Attached is an enrollment application and a parent agreement statement to sign and return with payment if you decide to enroll your child in our program.

**Before submitting, please call the school at 651-766-0723 for a current update of available openings. Changes continue to occur over the summer months.**

A firm commitment is implied when you register your child. This includes **payment of a NON-REFUNDABLE registration fee of \$60 and a completed payment authorization form to initiate payment on June 10 (or at time on registration if after this date) for September tuition to continue to hold your child's slot**. This pre-payment for September tuition will only be refunded if your child withdraws from the program with written notice prior to August 1<sup>st</sup>, 2017. On-going monthly electronic processing of tuition payments for the remainder of the school year will be submitted on the 10<sup>th</sup> of each month, in advance of the next month's service. Two weeks notice is required before leaving the program during the school year.

Incarnation Preschool offers a Scholarship Fund to assist families in the form of tuition reduction. To request more information, check the box on the front side of the enrollment form and a financial aid request form will be sent to you. The amount awarded is based on a percentage of one's total tuition, the amount requested and the number of families requesting assistance. Aid is awarded before the start of school to be applied beginning with the tuition payment for October that is due by September 10<sup>th</sup>.

Requests for class sessions are subject to availability at the time you register. You may also place your name on the waiting list for your first choice if it is not currently available. We will contact you if we have a slot to offer.

My summer office hours are generally Tuesday-Thursday 8am-2pm. My direct line number is 651-766-0723. Please call with any questions regarding openings, our enrollment policies, or general procedures. Please leave a message and I will respond to your call when I check voice mail.

**To register your child, please return the following:**

- **Enrollment Application** –complete in full on front and back
- **Parent Agreement Statement** –sign top section-school copy  
(keep bottom section for your records)
- **\$60 non-refundable Registration Fee** – payable to Incarnation Preschool
- **Tuition Payment Authorization Form** –complete and sign with rate indicated  
**\$125/mo for 2 days/wk      \$160/mo for 3 days/wk      \$240/mo for 5 days/wk**

We appreciate your consideration of our program for your child's preschool experience.

Sincerely,

Kirsten Barie, Director

4880 Hodgson Rd  
Shoreview, MN 55126  
651-766-0723  
[www.incarnationmn.org](http://www.incarnationmn.org)

