



Dear Parents,

Thank you for your interest in Incarnation Preschool!

**Registration for 2019-20 school year will be processed in the order received in this format:**

**Jan 3 through Jan 17 – Enrollment processing for currently enrolled children**  
Confirmation of enrollment status will be sent home in school bag.

**Fri. January 18            Enrollment processing begins for siblings, returning / previously enrolled families and NEW Incarnation member families**

**Tues. January 22            Enrollment processing begins for NEW families**

Forms and fees that have been submitted up to the above dates will be processed in the order they were received. Forms and fees may be submitted early but will be date stamped and held for processing on the appropriate dates. Confirmation of enrollment status will be mailed within 2 days of processing.

A firm commitment is implied when you register your child. This includes **payment of a NON-REFUNDABLE registration fee of \$60 at time of enrollment, AND a completed Tuition Authorization Form to initiate payment for September tuition on June 10<sup>th</sup> to continue to hold your child's slot. The September tuition payment will be refunded only if your child withdraws from the program with written notice prior to August 1<sup>st</sup>, 2019.** Ongoing 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.

Incarnation Preschool offers a Scholarship Fund to assist families in the form of tuition reduction. Check the box on the front side of the enrollment form to request financial aid information. Notification of financial aid awarded will be sent in the summer. It begins with October tuition that is processed September 10. All enrolled families pay the full tuition rate for September tuition.

Requests for class sessions are subject to availability at the time each registration is processed. Indicate your choices in order of preference. If your 1st choice is not available when your form is processed, you will be given your 2nd available choice **and** placed on the waiting list for your preferred choice. **Your enrollment forms and fees will be returned to you ONLY IF neither of your choices are available when your forms are processed.** An attached sheet will indicate your order of placement on the waiting list. As subsequent openings occur, calls will be made to offer the available slot to the next name on the list. If accepted, enrollment forms and fees may be re-submitted at that time.

If you wish to visit the school, please call 651-766-0723 or e-mail [kbarie@incarnationmn.org](mailto:kbarie@incarnationmn.org) to schedule a tour time while classes are in session. Office hours: 7:30-3:30 Monday-Friday.

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

- **Enrollment Application** –completed in full on front and back
- **Parent Agreement Statement** (signed- top section –school copy)
- **\$60 non-refundable registration fee** check payable to Incarnation Preschool
- **Tuition Payment Authorization Form** –completed and signed with indicated rate  
**\$130/mo for 2 days/wk    \$165/mo for 3 days/wk    \$245/mo for 5 days/wk**

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

Sincerely,

Kirsten Barie, Director

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[www.incarnationmn.org](http://www.incarnationmn.org)

