



CROSS ROADS

Preschool and Kindergarten

A Great Beginning

Dear Prospective Parents,

Enclosed are the registration materials for the 2025-2026 school year at Cross Roads Preschool and Kindergarten. Your registration materials include a Class/Tuition Schedule and Financial Policy, an Application Form, a Parent Signature Form, and an Immunization Schedule with a blue Emergency/Immunization form. Please review all of the materials carefully. **All forms must be completed, we can not accept incomplete packets.**

You must have the following items with you before you may register:

1. Completed Registration Form for each child - please review the "Birth Date Cut-Off" for each class to determine if your child is eligible for the class you select
2. Application Fee of \$100.00 per family -- checks payable to "Cross Roads Preschool"
3. Copy of birth certificate for each child
4. Completed Blue Emergency/Immunization Card (separate from this document)
 - a. Current copy of immunization record
5. Parent Signature Form- signatures in each applicable area

All forms are due on March 3rd, 2025 to register your child. We enroll new families based on first come first serve. Each new family will be awarded a family priority number. We enroll families based on their family priority number beginning with current families, returning families, and last new families. Please let us know if you have any questions.

Sincerely,

Emily Watson
Director



APPLICATION & REGISTRATION

Important Dates and Deadlines

2025-2026

APPLICATIONS AVAILABLE: January 27th

Re-enrollee and sibling applications will be presented to all families at conferences on February 26th , and 28th . New family applications will be available in the preschool office beginning January 27th.

A \$100 application fee, per family, is required in order for an application to be accepted and for a "Priority Number" to be assigned. The application fee is non-refundable and non-transferable.

Re-enrolling Family Registration and New Family Registration begins March 3rd

RE-ENROLLMENT PRIORITY DEADLINE:

Completed applications, along with the \$100 application fee, will be accepted in the school office on a rolling basis. **Processing of these applications and priority class placements will NOT occur until AFTER March 3rd.** At this time, class placements will be made based on family Priority Number (these numbers are permanent and are assigned upon your first ever registration at CRPSK). If we do not receive your packet by March 3rd, you are at risk of losing your spot.

NEW FAMILY REGISTRATION OPENS: March 4th @ 8am

Completed applications, along with the \$100 application fee, will be accepted IN PERSON in the school office on a rolling basis. Permanent family Priority Numbers will be assigned upon acceptance of the application. **Processing of new family applications and class placements will NOT occur until AFTER MARCH 5th.** Class placements will be made based on family Priority Number assigned upon acceptance of the application.

CLASS PLACEMENT NOTIFICATION: By March 7th

All families will be notified of their class placement by MARCH 7TH.

LATE APPLICATIONS (post priority Deadlines):

Completed applications, along with the \$100 application fee, will continue to be accepted IN PERSON in the school office on a rolling basis. Processing and class placement for late applications will NOT be made until AFTER all the priority applications spots have been processed. At that time, class placement priority for any remaining available spot will be based on day and time the late packet was turned in.



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1st of 10 TUITION Payment due: DUE APRIL 28th

The first of ten tuition payments must be received by April 29th to secure a child's placement for the following year. Payments are refundable as follows:

- * 50% refundable if written request is received by **May 31st**
- * 25% refundable if written request is received by **June 30th**
- * **NON-REFUNDABLE** and **NON-TRANSFERABLE** as of **July 1st**

CLASSES AND TUITION

2025-2026

APPLICATION FEE: ONE TIME NON-REFUNDABLE FEE OF \$100.00 PER FAMILY IS DUE WITH THE APPLICATION.

***If on scholarship you are responsible for the 1st of 10 payments, application fee, and any extra monthly charges that the rate does not cover.

CLASSES & GUIDELINES	DAYS & HOURS		ANNUAL TUITION	1 st PAYMENT of 10 (DUE AT 4/28)	STUDENT/TEACHER RATIO	CLASS MAX
TIME FOR TWO						
18 – 30 Months	FRI	9:15-10:45	\$1395/ \$150-Mo.		N/A	10
TWOS						
2 by 8/25/25	T W TH	9-11:30 or 9-1:00	\$5150/\$5450	\$515/\$545	5 to 1	10
THREES						
3 by 8/25/25	M W F	9-1:00	\$5450	\$545.	8 to 1	16
3 by 8/25/25	T W TH	9-1:00	\$5450	\$545	8 to 1	16
3 by 8/25/25	M-F	9-1:00	\$6550	\$655	8 to 1	16
FOURS						
4 by 8/25/25	T W TH F	9-1:00	\$6100	\$610	8 to 1	16
4 by 8/25/25	M-F	9-1:00	\$6550	\$655	8 to 1	16
TK & KINDERGARTEN						
5 by 2/28/26	M-F	9-1:00	\$6700	\$670	12 to 1	12

TUITION INCLUDES: Weekly Music, Spanish, and A.C.T.I.V.E classes.

POTTY TRAINING is required for all students EXCEPT for Teenies and Time for Two.

FOR MORE INFORMATION, CONTACT: Emily Watson, Director in the school office (602) 371-0741 or director@crossroadspsk.com.

FINANCIAL POLICIES

2025-2026

CROSS ROADS PSK is an independent, nonprofit preschool. Our operations are not subsidized by a sponsoring organization and our income is derived solely from tuition fees and fundraising efforts. Every family is responsible for making payments on time and in full.

\$100 APPLICATION FEE is required to process applications. This fee helps cover administrative and supply costs. It is **NON-REFUNDABLE** and **NON-TRANSFERABLE**.

1ST PAYMENT: is equal to 10% of the total annual tuition for the applicable program and is due by April 29th or upon enrollment to secure a child's place in the specific program. **THE FEE IS 50% REFUNDABLE WHEN A WRITTEN REQUEST IS RECEIVED BY MAY 31ST. IT IS 25% PERCENT REFUNDABLE WHEN A WRITTEN REQUEST IS RECEIVED BY JUNE 30TH. NO REFUNDS AFTER JULY 1ST.**

ANNUAL TUITION is divided into 10 payments. As stated above, the 1st payment is due by April 27th or upon enrollment to secure your child's placement. The remainder of the tuition is divided into 9 monthly payments paid during the school year, September through May.

TEACHER / STAFF DISCOUNT: Any teacher or staff member under contract with the school is eligible to receive a 50% discount on the tuition for their child(ren) enrolled during the contracted school year.

LATE ENROLLMENT: When a child enrolls after the school year begins, the 10% 1st PAYMENT is required in addition to the monthly payment. This fee is 10% of the prorated tuition bill.

LATE PAYMENTS: There is a 10-day grace period for tuition payments. If payment is not received on or before the 10th day, it is considered past due and a late charge of \$25 will be automatically charged on the next billing statement.

RETURNED CHECKS: Returned checks result in a \$25 charge on the next billing statement.

NON-PAYMENT: If a family is unable to meet their payment obligations, it is the responsibility of the family to contact the Director to work out an acceptable arrangement. If a family remains in arrears and a satisfactory arrangement cannot be reached, the Director may require that the child(ren) be withdrawn from the school until the amount owed is paid in full.

LATE PICK-UP FEE: If a child is left for more than 5 minutes beyond the stated dismissal time, he/she will be taken to after-care. Standard fees will apply. If a child is picked up late from after-care a fee of \$5 for every 5 minutes will be charged.

TEMPORARY ABSENCES: No credits or refunds are given for temporary absences due to family vacations, illness, etc. If a parent believes circumstances warrant special consideration, requests may be made in writing to the Executive Committee of the CRPSK Board of Directors.

CLASS WITHDRAWAL: The Director must be provided with a written notice of intent to withdraw a child from any class. Families are liable for tuition for the 30-day period from the date notice is given. This 30-day written notice requirement applies to all circumstances, except when a child is transferring into another CRPSK class.

FINANCIAL ASSISTANCE: If a family is suffering a hardship, applications for financial assistance will be considered. Please speak with the Director or the office manager for information on the application process.

SIBLING DISCOUNT: There is a 10% tuition discount for the family off the total tuition of all siblings.

PAY IN FULL: There is a 5% discount off the total annual tuition, if a family pays in full before October 1st of the current school year.

DISCOUNTS: Discounts on tuition cannot be combined.

I have read and agree with the financial policies:

Parent Signature: _____ Date: _____

PARENT SIGNATURE FORM

2025-2026

Student Name: _____

FINANCIAL POLICY:

I, _____, have read and agree to comply with the CRPSK financial policy
(Print Parent Name)
for the 2025-2026 school year.

Parent Signature: _____ Date: _____

PLAYGROUND ALERT:

I will not let my child wander unattended on the preschool premises and I understand that children are expected to abide by Cross Roads playground rules at all times. Furthermore, I understand that before and after school use of the playground is not permitted.

Parent Signature: _____ Date: _____

PHOTO RELEASE:

During the course of a school year there are many opportunities for photos to be taken in classrooms and during school related events. We would like your permission to use images of your child (if the occasion arises) taken during classroom time, special events, and celebrations.

_____ Yes, CRPSK has my permission to use images of my child **BOTH** internally and for publicity (website, brochures and other promotional materials).

_____ Yes, CRPSK has my permission to use images of my child **ONLY** for internal purposes (in the classrooms, hallway and newsletter).

_____ No, please do not use my child's photos for any school related materials.

Parent Signature: _____ Date: _____

EMERGENCIES:

I understand that circumstances outside of CRPSK's control may require early pick up from school. Such circumstances include but are not limited to: illness, disciplinary issues, power outages and water outages. I have provided correct, working contact information on the Blue Card of alternative responsible parties authorized for pick up in the event I am not available.

Parent Signature: _____ Date: _____

For Office Use Only	
Class _____	Parent Sig. Form _____
App. Fee _____	Check # _____
Priority # 52021 _____	Birth Cert. _____
Blue Card _____	Confidential _____
Vaccinations _____	Financial P _____

APPLICATION FORM 2025-2026

Child's Last Name	Child's First Name	Birth Date
Name to be called	Gender	Child lives with
Home Address	Zip Code	Home phone with area code
Parent/Legal Guardian	Occupation	Cell phone with area code
Parent/Legal Guardian	Occupation	Cell phone with area code
Parent Email	Parent Email	
How did you hear about CRPSK?	Referred By	
Mom and/or Dad attended CRPSK in the year _____ under the name _____		

Application Fee: A non-refundable fee of \$100 per family.

CLASS	GUIDELINES	DAYS	TIME	ANNUAL TUITION	PREFERENCE (indicate 1 st , 2 nd & 3 rd)
TIME FOR TWO	18 – 36 Months	F	9:15-10:45	\$1395/ \$155/mo.	_____
TWOs	2 by 8/25/25	T W TH	9-11:30	\$5150	_____
			9-1 pm	\$5450	_____
THREEs	3 by 8/25/25	M W F	9-1:00	\$5450	_____
	3 by 8/25/25	T W TH	9-1:00	\$5450	_____
	3 by 8/25/25	M-F	9-1:00	\$6550	_____
FOURs / PRE-K	4 by 8/25/25	T-F	9-1:00	\$6100	_____
Play Based	4 by 8/25/25	M-F	9-1:00	\$6550	_____
TRANSITIONAL KINDER/ KINDERGARTEN	5 by 2/28/2025	M-F	9-1:00	\$6700	_____

Check If Using as True Kindergarten	
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We reserve the right to reschedule or cancel any program due to lack of enrollment. If your choice of class is not available at registration time, your child's name may be added to the class waiting list. Waiting lists are updated throughout the year and if an opening occurs, you will be notified immediately. **CRPSK admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship or other school administered programs.**

Parent Signature: _____ **Date:** _____

Please see second green sheet and sign that you have reviewed CRPSK's Financial Policies.

CROSS ROADS PSK POWERED By VOLUNTEERS!

PARENT VOLUNTEERS are an integral part of the success of CRPSK. We ask all parents to participate in the preschool experience of your child (children) by volunteering a **minimum of 10 hours** during the school year. There are wide ranges of volunteer opportunities with varying levels of time commitment. There should be an option just right for you!

THE PTO is composed of 8 parent volunteers that serve for minimum of a one-year term. The role of the PTO is to work collaboratively with the director, teachers and families. The PTO is a wonderful place for parents to use their professional experience to impact their child's school experience.

COMMITTEE COORDINATOR positions do not require PTO meeting attendance, but do give an opportunity for leadership skills and creativity to shine! Many of the positions work well as Co-Coordiators, so find a friend and volunteer together!

EVERY COMMITTEE needs MEMBERS! So if your time is limited, but you want to help in some small, fun way, please consider joining one of the many committees. It is a great way to make new friends for YOU!

We Can't Wait to Meet the Next Group of Powerful Parents!

(Please indicate your qualifications and volunteer preferences on the form below)

PARENT VOLUNTEER SIGN-UP

Name: _____

Phone Number: _____

Email: _____

Preferred method of contact: (circle one) phone/ text email

Child Name, Age and School Attending:

Have you volunteered at CRPSK in the past? _____

If yes, how? _____

Previous and Present Occupation: _____

Please list any special skills or talents that might be valuable while serving on the CRPSK PTO:

Please indicate other activities or community involvement to which you are committed:

Please *circle* any of the following positions that interest you.

All requests will be carefully considered.

PTO POSITIONS

Chair	Vice-Chair	
Teacher Appreciation Coordinator	Sponsorship Coordinator	Social Media Coordinator
Dine Out Night Coordinator	Homeroom Parent Coordinator	
Bulletin Board Coordinator		

Event Committee Coordinators:

Fun Run	Silent Auction	Pizza Picnic
Book Fair (2/ year)	Vehicle Day	Silent Auction
Fall Festival/ Trunk or Treat		

I am not able to join the Board or be a Committee Coordinator at this time, but would like to volunteer my time with the following: *Please Circle*

Fun Run	Pizza Picnic	Picture Day
Book Fair	Homeroom Parent	Vehicle Day
Sponsorship Coordinating	Playground Clean-up	Silent Auction
Fall Festival	Teacher Appreciation	Holiday Movie Night

