



**Stepping Stone Learning Center, Inc**  
1199 N US Hwy 51 Poynette, WI 53955  
608/635-3880 ~ [www.sspoynette.com](http://www.sspoynette.com)

## **K-5<sup>th</sup> Grade Registration Process**

### Student Enrollment Procedure

Dear Parents,

Greetings! We are pleased that you are considering our school as a possibility for your child (ren). Below we have outlined our enrollment procedures to help you through our enrollment process. Please feel free to call the school office at 608.635.3880 if you have any questions. Thank you!

#### **Step 1 INITIAL ORIENTATION MEETING**

As a prospective Stepping Stone Learning Center family, please schedule an orientation session as soon as possible. Each family will meet with the administrator or a designated representative prior to application.

#### **Step 2 COMPLETE ALL APPLICATION FORMS**

The actual enrollment of a prospective SSLC student begins when we receive Forms A and B with the Application Fee. Forms C, D, E and F may be returned after the application has been submitted, but need to be received before the student is accepted.

Below is a checklist to help you track your enrollment process.

#### Registration Packet

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> Payment | <input type="checkbox"/> Registration, <input type="checkbox"/> Curriculum, <input type="checkbox"/> Miscellaneous, <input type="checkbox"/> Tuition Arrangement. |
| <input type="checkbox"/> Form A  | Application   |
| <input type="checkbox"/> Form B  | Commitment Agreement  |
| <input type="checkbox"/> Form C  | Pastor's Recommendation (optional)  |
| <input type="checkbox"/> Form D  | Current School Reference (to be completed by school)  |
| <input type="checkbox"/> Form E  | Health Questionnaire  |
| <input type="checkbox"/> Record  | State of Wisconsin Immunization Form (to be completed by physician)   |

#### Student Diagnostic Testing

- Schedule student test/result/placement      Date: \_\_\_\_\_

#### **Step 3 FINAL INTERVIEW**

A final interview is scheduled after the student has taken all testing. Results are given and reviewed at this time. Also, the final decision regarding enrollment is made. Both parents should be in attendance.

# FINANCIAL INFORMATION K-5

## SSLC 2012-2013 SCHOOL YEAR (K-5<sup>th</sup>) Tuition Detail

**REGISTRATION FEE:** \$50.00 Per Family payable to SSLC-REG at the time of application for new families. (Should the applicant not be accepted, a refund of \$25 will be promptly refunded with letter of determination. If however, the applicant is accepted, but fails to enroll, the registration fee is non-refundable.)

**CURRICULUM FEE:** \$325.00 per student for K-5<sup>th</sup> Grade due on or before 1<sup>st</sup> day of school. If paid in full by July 31<sup>st</sup> receive a 10% refund on account. Price Includes any Repeat PACES.

**MISCELLANEOUS FEE:** \$75.00 Payable by December 31<sup>st</sup>. Includes, but not limited to; Achievement testing, School Supplies, Science Materials, Library Usage, Art Supplies, Physical Education, Rewards Assignment Notebooks, Special Events and School Lunch Program.

Annual Tuition Per Student	(2)Bi-Annual Installments	(9) Monthly Installments	(36) Weekly Installments
\$975*	\$511.75*	\$119.25*	\$31.25*
\$1900	\$997.50	\$232.25	\$60.00

*\* Kindergarten or ABC's With ACE & Christi Program*

### **BILLING PROCEDURES:**

- All SSLC Students K-5<sup>th</sup> Grade receive Before & After School Childcare between 6am & 6pm included in tuition during the school year (providing SSLC Childcare is Open).  
*\*NO SCHOOL days are invoiced separately. Care must be requested at least 1 week in advance.*
- If a payment option is not chosen, you will automatically be placed on the Weekly Rate. Payment options may be changed up to (2) times per year for a \$25 Administrative Fee each time.
- Monthly payments are due on the 1<sup>st</sup>. A Late Fee of \$5/day will be charged to all accounts if payment is not received in full by the 5<sup>th</sup>. Late Fees will be charged to your account automatically on the 5<sup>th</sup> and will continue to accrue each calendar day until paid in FULL.
- Weekly payments are due by close of business on Fridays. A late fee of \$5/day will be automatically charged to accounts that are not paid in full by 6pm on Fridays, and will continue to accrue each calendar day until paid in FULL.
- A \$35 charge will be applied to all accounts for each returned check. If more than (2) tuition checks are returned for NSF during school year, tuition will be due in the form of cash or money order for the remainder of the year.

### **Please Indicate Tuition Option**

Annual in Full     Bi-Annual     9 Monthly     36 Weekly

Primary Responsible Party: \_\_\_\_\_

Sign

Print

Date

Secondary Responsible Party: \_\_\_\_\_

Sign

Print

Date