



St. Philip's Preschool  
16321 Great Oaks Drive  
Round Rock, Texas 78681  
(512) 244-1538  
January 2023

Thank you for your interest in St. Philip's Preschool. We are excited to begin the registration process for the 2023-2024 school year. The registration form is attached or can be found at [www.stphilips-preschool.org](http://www.stphilips-preschool.org).

Step 1: You may print or email the completed form to the Preschool office.

Step 2: If you are new to St. Philip's you will be sent an invitation to join Brightwheel. Please set up your account. If you are currently enrolled your new fees will post to your account and can be paid online. Checks can be dropped off or mailed.

Step 3: You will receive an invoice for the non-refundable registration/supply fee that is required to reserve a space for your child. This fee is due by March 20, 2023.

Two Day classes= \$150 Three Day Class= \$175, Four and Five Day classes=\$200.

The Class Assignment Process will be held the week following the March 3<sup>rd</sup> deadline for the available spaces, and you will be notified within 10 days of the results. Again, the registration form must be turned in by March 3<sup>rd</sup> at 2p.m. to be included in the Class Assignment Process. Priority is given to those who are currently enrolled, their siblings, church members, alumni and the general public in that order. After March 3, 2023 admission will be on a first come first served basis

The registration form lists the class offerings for each age group. Requests for an alternate class schedule will be considered after the March 3<sup>rd</sup> deadline and are subject to an additional fee. All classes meet from 9a.m.-2p.m. Tuition is calculated on a yearly basis and is paid in 9 equal installments; the first installment is due no later than May 15<sup>th</sup>.

**The remaining tuition payments are due on the first of each month from September through April.**

Enrollment in the preschool program is on a yearly basis. All fees are non-refundable; this includes the registration fee, supply fee and tuition deposit. In the event you chose to terminate enrollment at St. Philip's, a 30 day written notice is required before you are released from the monthly tuition obligation. Classes are subject to cancellation if minimum enrollment numbers are not met. Refunds will be issued **only** if St. Philip's Preschool must cancel enrollment.

If you have any questions regarding the registration process feel free to contact the preschool office at [www.preschool@stphilipsumc.org](mailto:www.preschool@stphilipsumc.org).