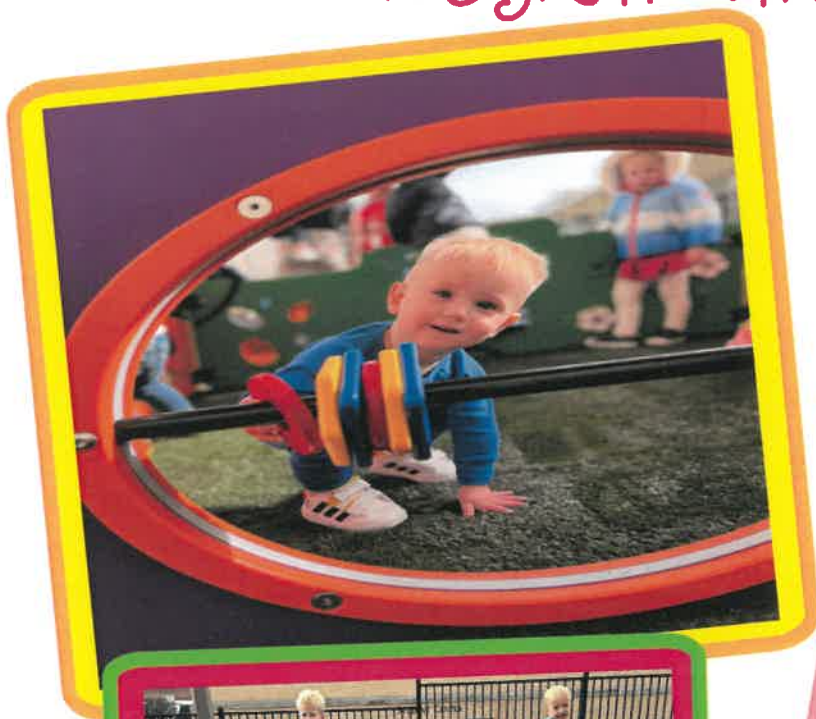


# 2024 - 2025

## Center for Early Education

### Registration Packet



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Center for Early Education Registration Process  
Current CEE Families: January 16, 2024  
New CEE Families: January 23, 2024

January 8, 2024

Dear CEE Parents and Guardians,

I cannot believe that it is already time to start registration for the 2024-2025 school year! Everyone at the CEE is excited to begin planning for the upcoming school year. Current CEE families will be able to begin registration for the 2024-2025 school year beginning January 16<sup>th</sup> at 8:40am while registration for new families to the CEE will begin on January 23<sup>rd</sup> at 10:30am. Registration forms cannot be taken before the above-mentioned dates and times.

Please note the details below:

\*2024-2025 registration information will be sent home in the CEE communication folders on January 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>

\*Current CEE students and siblings' registration forms and payments will be taken up in the morning carpool lines on January 16<sup>th</sup> and 17<sup>th</sup> or can be delivered to the CEE office between the hours of 9:00am and 1:30pm

\*Registration forms/intent of registration for current CEE students and siblings may also be e-mailed to Elizabeth Coan and Erin Antrim beginning at 8:40am on January 16<sup>th</sup>. The paper registration forms and payments will need to be turned into the CEE on your child's next school day.

\*Winter Open House: Tuesday, January 23, 2024, at 10:00am. Please attend to learn more about the CEE and to be entered in a drawing for free registration or August tuition for one child! (If you have already paid registration and you win that drawing, you will be given a credit towards your account)

\*New CEE families may hand deliver their registration forms and payments to the CEE immediately following the Winter Open House on January 23<sup>rd</sup> or later between the hours of 9:00am and 1:30pm.

**\*\*Registration Forms/Intents will not be accepted before the above listed times\*\***

**E-mail Addresses: [ecoan@mariettafbc.org](mailto:ecoan@mariettafbc.org) and [eantrim@mariettafbc.org](mailto:eantrim@mariettafbc.org)**

Thank you,  
Elizabeth Coan, CEE Director



Dear 2024-2025 Registration Families,

We are so excited that you are considering becoming a part of our CEE family for the 2024-2025 school year. We believe that you will find that our preschool will provide a strong foundation for your child's educational journey and spiritual growth. Below you will find a step-by-step guide to help you in the registration process.

**Steps to Registration:**

1. Complete the front and back of the Registration Form
2. Complete the Lunch Bunch Registration Form (If desired)
3. Return Registration Forms and Registration Fee to CEE office
4. Registration Form and Payments may also be mailed to the CEE. Be sure to email your intent if you plan to mail your forms and payment  
([ecoan@mariettafbc.org](mailto:ecoan@mariettafbc.org) and [eantrim@mariettafbc.org](mailto:eantrim@mariettafbc.org))
5. Forms of Payment:
  - \*Check paid to the order of CEE
  - \*Cash
  - \*Master, Visa or American Express Cards (3% service charge will be assessed)
6. Current Georgia Immunization Form (#3231) is due no later than May 15<sup>th</sup>
7. Like us on Facebook: Center for Early Education (CEE)
8. Follow us on Instagram @Centerforearlyeducation

**Other important information regarding fees:**

1. August Tuition will be E-mailed to you on Wednesday, May 1<sup>st</sup>
2. August Tuition payment is due no later than May 15<sup>th</sup> (For those who have registered by May 15, 2023)
3. August Tuition or First month's tuition due at time of registration for those who register after May 15, 2023
4. A 5% discount is available for the 2024-2025 school year tuition. Payment for the entire school year must be paid by August 15, 2024 (Discount does not apply to Registration or Lunch Bunch Fees)

Sincerely,

*Elizabeth Coan*

CEE Director

**Center for Early Education\*148 Church Street\*Marietta, GA\*30060**



## 2024-2025 POINTS OF INTEREST

**Lunch Bunch:** Lunch Bunch provides an additional hour for your child to experience enrichment curriculum, as well as lunch with friends. Students may enroll for Lunch Bunch on the days he/she is registered for Pre-School. Please note that parents/guardians of CEE students are responsible for sending in a nutritious lunch for those students enrolled in Lunch Bunch. ***The CEE is a Peanut/Tree Nut Free Environment.***

**Kinder Connection Lunch:** The Kinder Connection students eat lunch in their class every day. Please note that parents/guardians of CEE students are responsible for sending in a nutritious lunch for their Kinder Connection student. ***The CEE is a Peanut/Tree Nut Free Environment.***

**Field Trips:** A variety of “in-house” field trips are a fun part of the life at the CEE. Each year we host a wide variety of visitors, including “All God’s Creatures” from the North Georgia Zoo, Mama Koku, and Santa. Firemen, Police Officers, Dentist, and other community helpers educate our students on safety and healthy habits. The four-year-old and Kinder Connection classes also get to experience walking field trips around the Marietta Square.

**NEW: Activity and Materials Fees:** The CEE will include a one-time activity and materials fee to help cover the cost of Spirit Wear, Tote Bags, In-house field trips, cleaning supplies, paper products and daily snacks. The “materials” fee is in place of bringing in the daily snacks and paper products twice a year. We hope this will help cut out two extra trips to the grocery store for our busy CEE families. **This fee will be included in your first tuition statement for the school year and will be due by August 15<sup>th</sup> or your first statement if beginning our preschool after August 15<sup>th</sup>.**

**The fees are as follows:**

***One-Day Class Only: \$60***

***Toddlers and Twos: \$120***

***Threes: \$125***

***Fours: \$150***

***Kinder Connections: \$150***

***(Over)***

**Class parties:** During the school year, your child will enjoy the following class parties: Fall, Christmas, Valentine's, and Easter. Each family will be able to join a group for at least one of the class parties.

***Group responsibilities for class parties include:***

- \*Plan and execute simple menu (Reminder that we are a peanut/nut free school)
- \*Plan games and bring supplies for games
- \*Plan and bring supplies for one craft
- \*Bring a book or two to read to the class
- \*Bring paper products
- \*Decorations for classroom if desired

***Student Birthdays:*** Families may send in a "special" snack to celebrate their student's birthday for the entire class. This will be a quick recognition that includes singing, birthday crown and blowing out birthday candles during the class scheduled snack time. Your child's teacher will send home a note with the details for your child's birthday celebration/recognition! (Reminder that we are a peanut/nut free school)

**Outside Play:** Weather permitting, all CEE students enjoy climbing, running, sliding, and playing with a variety of outdoor toys. If the weather prevents us from playing outdoors, the CEE provides indoor play areas for the students. Please label your child's outerwear.

**Potty Training:** The CEE teachers will gladly assist you with your toddler and two-year old's potty-training process while your child is in our care. ***Please note that children enrolled in our three-year-old and older programs should be potty trained prior to the first day of school. These classrooms are not equipped with diaper changing stations.***

**Parent Involvement:** We love to see our CEE Parents and Grandparents at the CEE! There are many ways to get involved by assisting with class parties, special projects, and chaperoning walking field trips.

**Friday One-Day Classes:** The CEE offers one-day classes for Toddlers-Four Year Old's. The hours are 9:00am-1:00pm. A parent/guardian may register their child for the school year or call-in advance for a reservation to attend the class. The CEE does adhere to the student/teacher ratios, which means that once the reservations have reached a certain number, we will not be able to register more children for that day. Children in these classes enjoy indoor playtime, group learning experiences, learning centers, art, story time, outdoor play, snack, and lunch. The student should bring a nutritious lunch from home. **Please note that the CEE is a Peanut/Tree Nut free environment.**

**Substitute Teacher:** Parents, Grandparents, friends, and neighbors can get involved by becoming a paid substitute teacher. All of those interested in substituting at the CEE must fill out an application and successfully complete a background check. Please Email us at [CEEAdmin@mariettafbc.org](mailto:CEEAdmin@mariettafbc.org) to get more information about becoming a substitute teacher.

**Procure:** Is the system that the CEE uses to track and record pertinent information about each student enrolled at the CEE. Procure is also the primary system that the CEE office and lead teachers will use to communicate with CEE families. It is very important that each CEE family accepts the Procure invitation to join prior to the beginning of the first year that your child is enrolled at the CEE.

**Payment Schedules:** The CEE Administrative Assistant is responsible for sending tuition statements for the school year. For those who have registered prior to May 1<sup>st</sup> the August tuition will be billed on May 1<sup>st</sup> and due by May 15<sup>th</sup>. Families who register after May 1<sup>st</sup> will be billed immediately. The CEE bills a month in advance from August through April for tuition and lunch bunch fees. ***Please note that a late fee of \$25 will be added to your statement if payment is not received by the 15<sup>th</sup> of the billing month.***

**CEE Teacher Training:** Each year, all CEE staff members attend and complete annual continuing education classes that are geared towards the needs of a preschool teacher. All CEE staff members are CPR and First Aid certified. In addition, each CEE staff member has successfully completed a background check.

# 2024-2025 REGISTRATION FORM



## Student Information

Name: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Answers to: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age as of Sept. 1, 2024: \_\_\_\_\_

Home Address: \_\_\_\_\_

Siblings attending the CEE: \_\_\_\_\_

## Parent/Guardian Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(if different from child's)

Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

## Parent/Guardian Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(if different from child's)

Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

### School Use Only

Date of App. \_\_\_\_\_ Program \_\_\_\_\_ Days \_\_\_\_\_

Registration Fee \_\_\_\_\_ ck # \_\_\_\_\_ LB Days \_\_\_\_\_

Enrollment Packet Received \_\_\_\_\_ Notes: \_\_\_\_\_

**Registration fees are non-refundable.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Kinder Connection (9:00am - 1:00pm):**

**Registration: \$365**

**Monthly  
Tuition:**

**M—F \_\_\_\_\_  
\$380**

**FOURS (9:00am - 12:00pm):** *Indicate First and Second Choice.*

**Registration: \$265**

**Monthly  
Tuition:**

**M—TH \_\_\_\_\_  
\$285**

**T—F \_\_\_\_\_  
\$285**

**M—F \_\_\_\_\_  
\$325**

**THREES (9:00am - 12:00pm):** *Indicate First and Second Choice.*

**Registration: Three Days: \$230  
Four Days: \$240**

**Monthly  
Tuition:**

**M/W/F \_\_\_\_\_  
\$260**

**M/T/TH \_\_\_\_\_  
\$260**

**M—TH \_\_\_\_\_  
\$285**

**TWOS (9:00am - 12:00pm):** *Indicate First and Second Choice.*

**Registration: \$190**

**Monthly  
Tuition:**

**M/W \_\_\_\_\_  
\$215**

**T/TH \_\_\_\_\_  
\$215**

*Two year olds may register for **both** M/W **and** T/TH classes; however, we cannot guarantee your child will have the same teachers for both sessions. If registering for both M/W **AND** T/TH, the registration fee is \$380*

**TODDLERS (9:00am - 12:00pm):** *Indicate First and Second Choice.*

**Registration: \$190**

**Monthly  
Tuition:**

**M/W \_\_\_\_\_  
\$220**

**T/TH \_\_\_\_\_  
\$220**

**TODDLERS, 2'S, 3'S, & 4'S One Day (9:00am - 1:00pm):**

**\*Registration: \$100**

**\$37/day**

**Enroll for the school year: \_\_\_\_\_ Reserve space occasionally: \_\_\_\_\_**

***\*The \$100 Registration fee is for students who enroll for the school year and are not currently enrolled in another class. (Note: availability may be limited)***





2024-2025  
Lunch Bunch  
Registration Form

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Child's Name

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Program:

*i.e., Toddlers, Twos, Threes or Fours*

Lunch Bunch provides an additional hour of time at Preschool. Parents provide a healthy lunch for their child that contains no peanut or nut products. In addition to eating lunch, your child may be able to play or enjoy a learning activity.

*The Lunch Bunch Registration form must be turned in **with** the CEE Registration Form. Late registration for Lunch Bunch is subject to space availability, and is not a guarantee.*

Lunch Bunch Fee:           \$7.00 per day

***Please check which day(s) you wish for your child to attend Lunch Bunch:***

MON \_\_\_\_\_ TUE \_\_\_\_\_ WED \_\_\_\_\_ THUR \_\_\_\_\_ FRI \_\_\_\_\_

***I understand that due to staffing, Lunch Bunch is a yearly commitment.***

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Parent Signature

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Date

## **2024-2025 CEE School Calendar**

### **August**

13th-16th: Parent/Teacher/Child Visits

19th : 1st Day of School, Kinder Connection and Preschool

19th & 20th: Parents Meeting for families new to the CEE

9:15-9:45, Theater Room

### **September**

2nd: Labor Day, CEE Closed

23rd-27th: Fall Break, CEE Closed

### **November**

25th-29th: Thanksgiving Break, CEE Closed

### **December**

20th-31st: Christmas Break, CEE Closed

### **January**

1st-3rd: Christmas Break, CEE Closed

13th-17th and 21st and 24th: Conferences, specific schedules TBA

15th: Registration begins for current CEE students and their siblings, 8:40am

20th: MLK Day, CEE Closed

24th: Winter Open House, Theater Room, 10:00am

Registration for new CEE Families, 10:30am

### **February**

17th-21st: Winter Break, CEE Closed

### **April**

7th-11th: Spring Break, CEE Closed

21st: Easter Monday, Church and CEE Closed

### **May**

16th: CEE End of the Year Carnival: Gym, all CEE families

20th: Kinder Connection, Graduation, 10:00am

20th: Last Day of School