

**Christ the King Lutheran Preschool  
Registration Information 2025-2026**

We are excited your family has chosen Christ the King Lutheran Preschool for your child's preschool experience. We sincerely hope this information will answer many of your questions concerning our preschool. Our preschool hours are from 9:00 a.m. – 1:00 p.m. Monday – Friday.

We offer the following classes:

**Two-year-old:** 3 or 5 days per week

**Three-year-old:** 3 or 5 days per week

**Pre-K and four/five-year-old:** 4 or 5 days per week

**REGISTRATION INFORMATION FOR CURRENTLY ENROLLED FAMILIES & CHURCH  
MEMBERS for 2025-2026**

Complete the Registration Form indicating your first two class choices. Place the form in the envelope provided, along with your check (made payable to CTK Preschool) for the amount of the registration fee for your first-choice class. **If you are registering more than one child, please put all forms and your check in the same envelope.** Registration Forms will not be accepted without the accompanying payment of the appropriate registration fee. Send the registration envelope in your child's communication folder or place it in the box outside the Preschool Director's office no later than the following date:

**Monday, January 13th - Registration Forms due for Christ the King Church Members and currently enrolled Christ the King Preschool Families.**

Registration envelopes will be numbered as they are received, and children will be placed in classes in the order in which they were received. If the class of first choice you desire for your child is full, your child will be registered for your second-choice class and his or her name will be put on the waiting list for your first-choice class. You will be sent an email confirmation to notify you of your child's class placement. Checks for registration fees will be deposited at that time. **Registration fees\*\* are non-refundable.**

\*\* Registration fees are used to cover administrative and building costs, training, cleaning/school supplies, and activities.

**REGISTRATION INFORMATION FOR NEW FAMILIES for 2025-2026**

**Registration Process for New Families:** Public registration will begin on Tuesday, January 21, 2025. You may download a Registration Form from our website ([www.ctklutheran.com](http://www.ctklutheran.com) select preschool) and fill it out **completely**, indicating your first two class choices. The Preschool reserves the right to withdraw a child from the program if the information provided is incorrect. Place the form in an envelope along with your check made payable to CTK Preschool for the amount of the registration fee for your first-choice class. **If you are registering more than one child, please put all forms and your check in the same envelope.** Registration Forms will not be accepted without the accompanying payment of the appropriate registration fee. **We only accept checks and cash for the NON-REFUNDABLE registration fee.** \*\*

You may either bring the envelope to the Preschool or mail it to us. Envelopes will be numbered as they are received. If the class of first choice you desire for your child is full, your child will be registered for your second-choice class and his or her name will be put on the waiting list for your first-choice class. An email confirmation will be sent to you, and you will be notified of your child's class placement.

**CLASS OFFERINGS for 2025-2026**

**Christ the King Lutheran Preschool  
 1125 Bettis-Tribble Gap Road, Cumming, GA 30040  
 Phone: 678-513-4338 Email: [CTKPreschool@ctklutheran.com](mailto:CTKPreschool@ctklutheran.com) Web: [www.ctklutheran.com](http://www.ctklutheran.com)**

Our program offers classes for children based on their age on September 1. Children should be 2 years, 3 years, or 4 years old on September 1 to enroll in that class age group. We follow the same cut-off date as Forsyth Public Schools, and we do not allow any child to be in an older class. If your child has a spring/summer birthday and you will be delaying Kindergarten entrance, we will adjust their class placement accordingly. Please discuss this with us.

<b>Classes by Age</b>	<b>Monthly Tuition</b>	<b>Registration Fee **</b>	<b>Class Offerings for Each Age</b>	<b>Days the Class is Offered</b>	<b>Student: Teacher Ratio</b>
Two's 5-days	\$360.00	\$270.00	1 class	Monday - Friday	12:2
Two's 3-days	\$300.00	\$230.00	1 class	Monday/ Wednesday/ Friday	12:2
Three's 5-days	\$360.00	\$270.00	1 class	Monday-Friday	14:2
Three's 3-days	\$300.00	\$230.00	1 class	Monday/ Wednesday/ Friday	14:2
Pre-K4 5-days	\$360.00	\$270.00	1 class	Monday - Friday	18:2
Pre-K4 4-days	\$335.00	\$255.00	1 class	Monday-Thursday	18:2

## **REGISTRATION INFORMATION FOR ALL FAMILIES for 2025-2026**

### **WAITING LIST:**

When a space is not available for your child in your first-choice class and your child is enrolled in your second-choice class, your child's name will be placed on the waiting list for your first-choice class. Currently enrolled children take priority over non-enrolled children on the waiting list.

You will be contacted as soon as a space is available and allowed 24 hours to notify us before we offer the space to someone else. If your phone number changes while you are waiting to hear from us, please let us know.

If our classes are full, we are happy to place your child's name on any of our waiting lists. There is no fee for putting a child on a waitlist when the child is not attending preschool. You can do that over the telephone at 678-513-4338.

### **FEES:**

**REGISTRATION FEES:** Registration fees vary depending on the number of days per week the class meets. The payment of this non-refundable fee is required to secure a space in a class. These fees are due at the time of registration. Registration fees are used to cover the following expenses: administrative, building, training, furniture and school activities. Registration fees are not refundable under any circumstance. **Our school does not charge a separate supply or activity fee. The registration fee is all-inclusive.**

**LATE FEES:** Tuition is due a month prior to attending with the exception of the first tuition payment which is due May 1. **Failure to make this payment by May 10 may forfeit your registration fee and your child's space in the class.** The payment schedule is outlined under PAYMENTS. For any payment received after the 10<sup>th</sup> of the month in which it is due, there will be a \$25.00 late fee added. If you are unable to pay on time, please email the preschool director with information on when the payment will be forthcoming.

### **DISCOUNTS:**

A 10% sibling tuition discount for two or more children registered and attending is available. The discount applies to all children.

Tuition discounts are available to Christ the King Lutheran Church members. A \$20 discount per month per child is available to church members.

Discounts are not combinable. Whichever discount is greater will be used to calculate tuition.

**PAYMENTS:**

All tuition payments made to the preschool should be made payable to CTK Preschool by check or money order. Cash payments are also accepted for tuition, and a receipt will be sent home for cash payments. While the children attend preschool from August to May (ten months), tuition is divided into nine months.

**Tuition Payment Schedule School Year 2025-2026:**

**First tuition payment is due May 1, 2025**

**Second tuition payment is due September 1, 2025**

**Third tuition payment is due October 1, 2025**

**Fourth tuition payment is due November 1, 2025**

**Fifth tuition payment is due December 1, 2025**

**Sixth tuition payment is due January 1, 2026**

**Seventh tuition payment is due February 1, 2026**

**Eighth tuition payment is due March 1, 2026**

**Ninth tuition payment is due April 1, 2026**

**Should a student need to withdraw, we require thirty days written notice.** Advance tuition payments serve as the required notice and therefore are non-refundable once paid to the preschool.

**Please note that if your child is unable to attend any given time period during the preschool year, any forgiveness of tuition must be received in writing from the preschool director prior to the child's absence.** Forgiveness of tuition will NOT be granted retroactively as many of the classes have waitlists.

**FURTHER INFORMATION:**

After reading this information carefully, if you still have questions, please feel free to call the Preschool office at 678-513-4338 or e-mail us at [CTKPreschool@ctklutheran.com](mailto:CTKPreschool@ctklutheran.com).