

Christ the King Lutheran Preschool

Registration Information 2026-2027

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.

REGISTRATION INFORMATION FOR CURRENTLY ENROLLED FAMILIES & CHURCH MEMBERS for 2026-2027

Complete the Registration Form indicating your class choice. 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 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 give it directly to the Preschool Director's office.

Monday, January 12th – Early Registration Open for Christ the King Church Members and currently enrolled Christ the King Preschool Families.

Thursday, January 15th Registration is Open to the Public.

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 your choice for your child is full, your child will be put on the waiting list for your desired class. You will be sent an email confirmation to notify you of your child's class placement before open house in August. **Registration fees and all tuition payments 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 2026-2027

Registration Process for New Families: Public registration will begin on January 15, 2026. You may download a Registration Form from our website (www.ctklutheran.com select preschool) and fill it out **completely**, indicating your class choice. 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. An email confirmation will be sent to you, and you will be notified of your child's class placement.

CLASS OFFERINGS for 2026-2027

Christ the King Lutheran Preschool
1125 Bettis-Tribble Gap Road, Cumming, GA 30040
Phone: 678-513-4338 Email: CTKPreschool@ctklutheran.com Web: www.ctklutheran.com

Our program offers classes for children based on their age on September 1. Children must be 2 years, 3 years, or 4 years old on September 1st to enroll in that class age group. **Children must be fully potty trained to enter our 3's and above classes.** 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.

All classes are Monday - Friday (5 days) 9am-1pm

Registration Fee is \$270

Annual Tuition is \$3420

**10% discount if paid in full by August 1st*

Monthly Payment options available at \$380 for 9 months beginning May 1st

REGISTRATION INFORMATION FOR ALL FAMILIES for 2026-2027

WAITING LIST:

When a space is not available for your child in your class, your child's name will be placed on the waiting list for your 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 or email 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: 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 1st. **Failure to make this payment by May 1st 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 10th 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, and we may be able to work out an alternative plan. After the 20th of the month, if tuition is unpaid, you will surrender your space in the class to the waitlist.

DISCOUNTS:

If tuition is paid in full for the year by August 1st, you will receive a 10% discount

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.

PAYMENTS:

All tuition payments made to the preschool should be made payable to CTK Preschool by check or money order placed in the given envelope completely filled out with the student's name, amount, class and carpool number. Cash payments are also accepted for tuition, and a receipt will be sent home for cash payments **upon request**. While the children attend preschool from August to May (ten months), tuition is divided into nine months.

Tuition Payment Schedule School Year 2026-2027:

First tuition payment is due May 1, 2026

Second tuition payment is due September 1, 2026

Third tuition payment is due October 1, 2026

Fourth tuition payment is due November 1, 2026

Fifth tuition payment is due December 1, 2026

Sixth tuition payment is due January 1, 2027

Seventh tuition payment is due February 1, 2027

Eighth tuition payment is due March 1, 2027

Ninth tuition payment is due April 1, 2027

Your registration serves as a contract and understanding that you are liable for the full annual tuition amount regardless of attendance. If for any reason your child is unable to attend, for any given time period during the preschool year, the preschool requires thirty-day written notice of the same. Any forgiveness of tuition is at the discretion of the preschool director and must be received in writing prior to the child's absence. This is for extreme and documentable circumstances only. Forgiveness of tuition will NOT be granted retroactively as many 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.