

Apex UMC Preschool Enrollment Policy

To ensure every seat is filled by a committed family and to allow us to plan for staff and resources, we have updated our enrollment and withdrawal policy. Please review carefully before registering your child.

Key Dates & Payments

- **Registration Fee:** \$150 for first child/\$125 for sibling due at registration (non-refundable)
 - **Last Month's Tuition:** May 2027 tuition is due **May 1, 2026** (non-refundable)
 - **First Month's Tuition:** September 2026 tuition is due **July 1, 2026** (non-refundable)
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Withdrawal Policy

Enrollment is for the full preschool year.

- **Withdraw before May 1, 2026:** Forfeit registration fee only.
 - **Withdraw after May 1, 2026:** Forfeit registration fee and last month's tuition.
 - **Withdraw after July 1, 2026:** Forfeit registration fee, last month's tuition, and September 2026 tuition.
 - **Withdraw at any point once the child has started:** Written 30-day notice submitted to the Director is required, and the family is responsible for the entire school year's tuition (September 2026-May 2027). If a written 30-day notice of withdrawal is provided and the vacancy is filled your financial obligation for the remainder of the year may be reassessed.
 - Extended absences, including travel, vacation, or visits outside the country, do not negate tuition obligations.
 - If the child is withdrawn during the 2026-2027 preschool year and the child is already registered for the 2027-2028 school year, the child will also be withdrawn from the 2027-2028 school year.
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Exceptions

Exceptions will be determined on a case by case basis by the Preschool Board.

Why This Matters

- Protects our program from unfilled seats after registration deadlines
- Ensures waitlisted families have a fair chance to join
- Allows us to plan staffing and classrooms responsibly
- Keeps our focus on delivering a high-quality, faith-based preschool experience