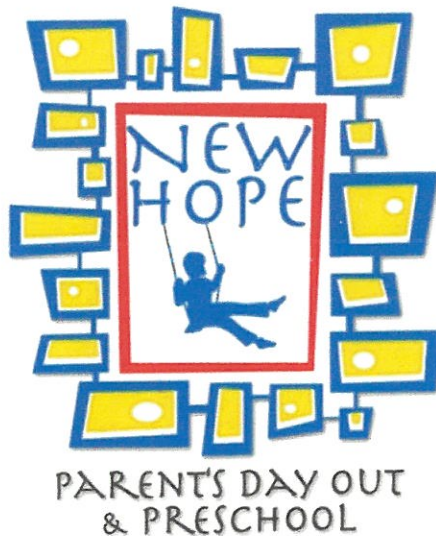


# Registration Information

---

2025-2026 School Year



## New Hope Preschool

12550 Brooks School Road  
Fishers, IN 46037

***Mailing Address:***

PO Box 6203  
Fishers, IN 46038

Phone: 317-598-8485

Fax: 317-842-8669

Director: Karen Sutcliffe

Email: [Info.NHPS@NewHopeFishers.org](mailto:Info.NHPS@NewHopeFishers.org)

Website: [www.NewHopeFishers.org](http://www.NewHopeFishers.org)

# New Hope Preschool 2025-26 Registration Dates

When	Who	Time
2/24/25	Priority Registration <i>Current/Former Preschool Families</i> <i>New Hope Church Members</i> <i>New Hope MomCo Members</i>	9:15 AM
3/7/25	Community Registration	9:00 AM
3/10/25	Open Registration Begins	10 AM – Noon Or by Appointment

Doors will not open for priority or community registration before 9 AM. Families may mail in their registration and registration fee. If forms are mailed in or dropped off early, they will not be processed until the appropriate date. Family registration fees must be included.

**Mail To:**

New Hope Preschool  
Attn Karen Sutcliffe  
PO Box 6203  
Fishers, IN 46038

## **Summer Hours – Effective 6/1/25**

June            Wednesdays 10 AM – Noon or by Appointment

July             By Appointment Only

August         Wednesdays 10 AM – Noon or by Appointment

***Appointments may be made by emailing [Karen@NewHopeFishers.org](mailto:Karen@NewHopeFishers.org) or contacting the Preschool office at 317-598-8485***

Updated 1/14/2025

## Who We Are

We are officially The New Hope Parent's Day Out & Preschool program. We are a not-for-profit organization, and an important part of the children and community ministries and within New Hope Presbyterian Church. There is a Board of Directors that oversees the Parent's Day Out and Preschool programs, and it is governed by the Session of New Hope Presbyterian Church. The day-to-day operation of the program is the responsibility of the Executive Director, hired by the Board of Directors.

Our mission is similar for both the Parent's Day Out and the Preschool program. However, the goals and objectives differ slightly to meet the needs of each program.

## Parent's Day Out Program

We provide a secure and wholesome place in which parents can be assured their children are cared for and taught in a loving and responsible manner for a four-hour (4) session, meeting once a week.

Our primary goal is to provide children with an environment in which they may grow physically, emotionally, socially, and spiritually. We strive to achieve this goal by allowing children the freedom to learn through interactive play, by encouraging their efforts and treating each child as an individual with dignity and respect. We believe children of all ages thrive on this positive reinforcement. Our Parent's Day Out program offers classes for children between the ages of 15 Months up to 23 Months based on the Hamilton Southeastern (HSE) School entrance date of August 1<sup>st</sup> <sup>1</sup>

## Preschool Program

In New Hope's Preschool Program, we encourage each child's love of learning and personal growth in a secure, nurturing, Christian environment. Our mission is to foster the intellectual, social, emotional, physical and spiritual growth of each child in a safe, nurturing and stimulating environment.

Our preschool program provides classes for children from 2 up to 6 years of age, again by the HSE School entrance date of August 1<sup>st</sup>. Children follow a structured routine where they are engaged in a variety of fun, playful, hands-on activities. Children will be encouraged to pursue their interests, to try new things, and to explore the world in which they live. This program meets multiple days per week for a four (4) hour session per day.

## Registration

Priority registration opens **Monday February 24th**, for children of active members of current or former members of New Hope Preschool, New Hope Presbyterian Church, and of New Hope MomCo. Greater community registration will open Friday, March 7th. All registration is on a first-come, first-served basis by the above priority. Check the preschool office voicemail for any possible weather-related changes.

- A non-refundable \$75.00 registration fee (per family) for the desired program year is required and payable upon registration.

---

<sup>1</sup> September 1<sup>st</sup>, if space allows

- Your child or children will be placed in an age-appropriate class immediately upon registering. Your child will be wait-listed if space is not available. (See *wait-list information*)
- A payment of one month's tuition per child enrolled is required no later than **May 10, 2025**, as a deposit to finalize and secure enrollment for the upcoming year. This deposit will be applied to your May 2026 tuition expenses at the appropriate time. If you have registered prior to May, you will receive a tuition invoice through our LineLeader Billing and Communication App.
- Late registrations (after May 1<sup>st</sup>, but before September 1<sup>st</sup>) will require payment of the non-refundable registration fee (\$75.00/family) and the May 2026 tuition deposit.
- Mid-term registration (after September 1<sup>st</sup>) will require payment of the non-refundable registration fee (\$75.00/family), the May 2026 tuition deposit, the current semester's supply and equipment fee and the current month's tuition. If applicable, some fees may be pro-rated depending upon the date of registration.
- Enrollment for our program runs September through May and you are considered registered for the entire school year.

## Waiting List

Once a class is full, an age-appropriate waiting list will be formed. Names will be added on a first come, first served basis, and will be kept active on the list through the upcoming school year. There is no guarantee of placement in a class from our waiting list.

When an opening becomes available you will be contacted to enroll or decline registration for the year. Waiting lists do not carry over into a new school year.

## Tuition and Fees

Invoices for tuition and/or other services will be sent to your email address via our LineLeader Communication & Billing tool. There are several options available for online payment. Some payment options do require an additional fee. If you choose to mail in your tuition payment, please use the below mailing address to have your payment properly applied. **All payments are due by the 10<sup>th</sup> of the month.**

Mail to: New Hope Preschool  
Attention: Karen Sutcliffe – Billing  
PO Box 6203  
Fishers, IN 46038

Payments received after the 10<sup>th</sup> of the month for any balance due will incur a late fee of \$15.00. If any balance due for a delinquent month is not received by the first day of the month following, the registration of the family is canceled and the children of the family may not be allowed to attend.

All checks for tuition and fees should be made payable to:

## New Hope Preschool

*If writing a check, Your child's legal name should go in the "MEMO" area of the check, and be placed in an envelope addressed to New Hope Preschool.*

***Please note: Staff members are not be able to accept tuition checks from you at drop off or dismissal. All checks should be placed in the drop box located outside the Preschool office.***

***No tuition credits are given for classes missed due to illness, vacations or weather related or health related isolation/quarantine.***

## Supply & Equipment Fees

The supply and equipment fee covers necessary supplies to operate your child's classroom, other consumable supplies, special seasonal crafts, holiday parties, as well as wear and tear on program equipment and daily snacks.

This fee is payable each semester and varies by the number of days you attend per week. Your account will be invoiced for these fees in **October** and **February** along with any other charges applicable to your account.

### 2025-26 Supply and Equipment Fee Schedule

<i>Program</i>	<i>Days/Week</i>	<i>Semester Fee</i>
<b>Parent's Day Out</b>	<b>1 Day</b>	<b>\$24.00</b>
<b>Preschool</b>	<b>2 Days</b>	<b>\$36.00</b>
<b>Preschool</b>	<b>3 Days</b>	<b>\$48.00</b>
<b>Preschool</b>	<b>4 Days</b>	<b>\$60.00</b>
<b>Enrichment</b>	<b>1 Day</b>	<b>\$24.00</b>
<b>Extended Day</b>	<b>1-5 Days</b>	<b>\$0.00</b>

## Returned Check Fees

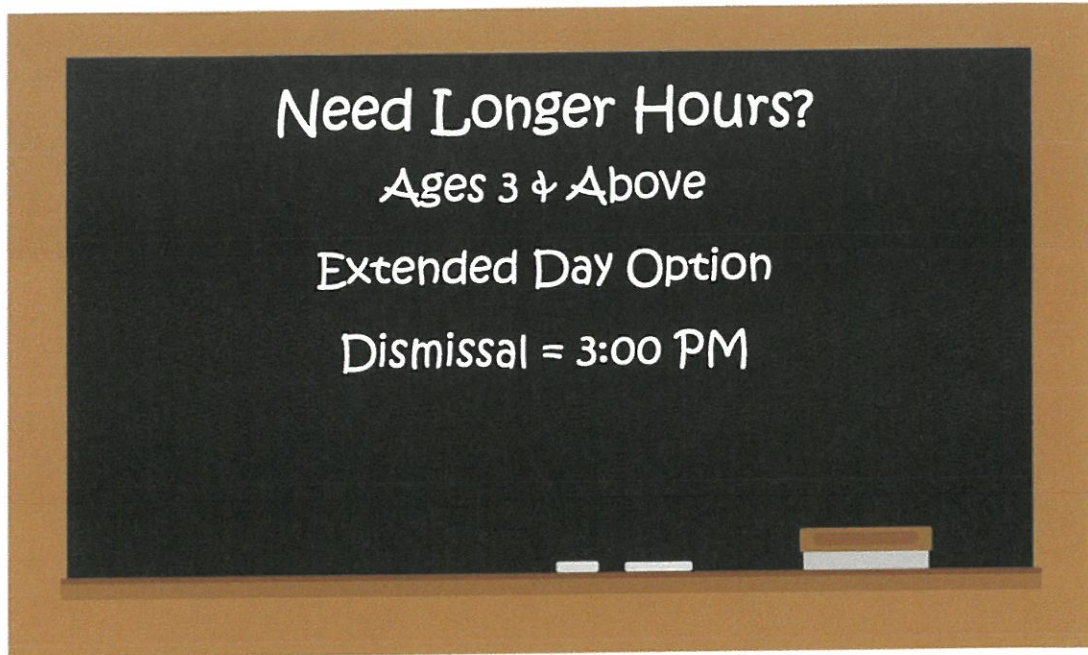
If the program received a returned check due to insufficient funds, **ALL** bank fees incurred by us will be assessed to your account and must be paid immediately. **Additional late tuition fees (\$15.00) will be incurred if payment is processed after the 10<sup>th</sup> of the month.**

## Late Pick Up Fees

A late pick-up fee of **\$10.00 per five minutes** will be assessed when a child is not picked up on time. A parent is considered late if pick-up occurs 5 minutes past closing of the session. Families in carpool situations are not exempt from this. Each family that is included in a late pick up will be billed the appropriate late fees.

<i>Program</i>	<i>Late Fees Begin After</i>
Parent's Day Out	1:20 P.M.
Preschool/Enrichment	1:20 P.M.
Extended Day	3:05 P.M.





## Extended Day Option

Students in our 3's, PreK I and PreK II classes may be eligible to increase their school day by adding Extended Day to their regular schedule. Normal dismissal time for preschool classes is 1:15 PM. However, the Extended Day option extends their attendance at New Hope and dismissal is at 3:00 P.M. on the days enrolled.

Extended Day students will be provided opportunities for discovery through individual and group learning activities. The longer day assists children with transitions between activities, builds stamina and enables time to practice and reinforce the skills being taught. The on-site time will be from 9:15 A.M. until 3:00 P.M. for the days offered. Children will be in their normal class for the day and then transferred to their Extended Day class from 1:15 – 3:00.

### Costs:

\$60.00 per Extended Day Class per Month (Available Monday thru Friday)

1 day/week = \$60.00, 2 days = \$120.00, 3 days = \$180.00, 4 days = \$220.00, 5 days = \$260.00



# ENRICHMENT



Fridays ~ 3's, PreK I & II

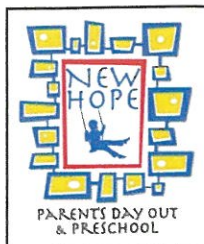
9:15A.M. - 1:15 PM

Extended Day Available

Add an  
Extra Day!

\*age by 8/1/2025





January 14, 2025

## RE: PreK II Requirements

Registration for our 2025-26 school year is upon us, and your child may have a couple of options for classes next year. Our program offers two Pre-K options, Pre-K I and Pre-K II. **Both** programs have been developed and are designed to assist in preparing your child for entering Kindergarten. We utilize Kindergarten readiness standards as outlined by the State of Indiana.

To enroll in our PreK II your child should be **5 years of age by 12/31/25** or have their current teacher's recommendation. This class is designed for those children that just miss HSE's Kindergarten entrance date of August 1, 2025, or whose parents have chosen to wait a year before entering Kindergarten. ***This class will operate with more structure, encourages large and small group interaction for problem solving as well as independent discovery.***

Children who will be highly successful in our Pre-K II program should **currently** be able to demonstrate the following skills by the time school begins in September.

1. Able to sit quietly in circle time for at least 15 minutes.
2. Enjoy school.
3. Able to relate well with peers.
4. Able to listen while others are talking without interrupting.
5. Able to express frustration or disappointment with words.
6. Able to follow multi-step directions independently.
7. Take pride in their work.
8. Able to cut, hold a pencil and write their name.
9. Able to recognize most uppercase letters.
10. Able to recognize numbers 1-10.

If your child is currently enrolled in our three's or our PreK I classes, I encourage you to talk with your child's current teachers on which program will be best suited for your child's social and academic needs.

Karen Sutcliffe

Director

[Karen@NewHopeFishers.org](mailto:Karen@NewHopeFishers.org)

317-598-8485



## Program Offerings 2025-26 School Year

Class	Tuition/Mo.	Supply Fees	Days	Time
Lambs (PDO)	\$125.00	\$24/Sem	Tuesdays	9:15 - 1:15
Bears (2's)	\$250.00	\$36/Sem	Mon/Weds	9:15 - 1:15
Bunnies (2's)	\$250.00	\$36/Sem	Tues/Thurs	9:15 - 1:15
Kangaroos (3's)	\$250.00	\$36/Sem	Mon/Weds	9:15 - 1:15
Pandas (3's)	\$375.00	\$48/Sem	Tues/Weds/Thurs	9:15 - 1:15
Turtles (3's)	\$250.00	\$36/Sem	Tues/Thurs	9:15 - 1:15
PreK I Monkeys	\$375.00	\$48/Sem	Tues/Weds/Thurs	9:15 - 1:15
PreK I Elephants	\$475.00	\$60/Sem	Mon thru Thurs	9:15 - 1:15
PreK II Lions*	\$475.00	\$60/Sem	Mon thru Thurs	9:15 - 1:15
Enrichment (3's,4's,5's)	\$125.00	\$24/Sem	Fridays Only	9:15 - 1:15
Extended Day	1-day \$60 2-days \$120 3-days \$180, 4-days \$220, 5-days \$260			1:15 - 3:00

*Non-Refundable Registration Fee \$75.00/Family*

*All classes except PreK II - age as of 8/1/25*

*Extended Day available for 3's & PreK classes only*

*\* PreK II classes - 5 by 12/31/25; See student expectations*

*All class offerings are subject to change based upon minimum enrollment requirements*

# New Hope Presbyterian Church Preschool Registration 2025-26 School Year

Please **PRINT Clearly** when completing the information below. Complete one form per child.

Child's Full Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_

Male or Female (circle one) Preferred Name: \_\_\_\_\_

Parent/Guardian 1 \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

Parent/Guardian 2 \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Child Lives with:  Both Parents  Mother  Father  Guardian

Church Home: \_\_\_\_\_ Referred by: \_\_\_\_\_

***My Class Selection: Please indicate 1<sup>st</sup> & 2<sup>nd</sup> choice if applicable.  
All classes arrive at 9:15 AM and dismiss at 1:15 PM.***

***Class***

- PDO – Lambs
- 2's – Bears
- 2's – Bunnies
- 3's – Kangaroos.
- 3's – Turtles
- 3's – Pandas (3 days)
- Pre-K I (3 days)
- Pre-K I (4 days)
- Pre-K II Lions\*
- Enrichment (3's, 4's, 5's)

***Days in Session***

- Tuesdays
- Mondays/Wednesdays
- Tuesdays & Thursdays
- Mondays/Wednesdays
- Tuesdays & Thursdays
- Tuesdays/Wednesdays/Thursdays
- Tuesdays/Wednesdays/Thursdays
- Mondays/Tuesdays/Wednesdays/Thursdays
- Mondays/Tuesdays/Wednesdays/Thursdays
- Fridays

***Extended Day***

- Extended Day (3's, 4's, 5's)

***Days in Session (Dismissal at 3 PM)***

- Mondays-Fridays

Mondays  Tuesdays  Wednesdays  Thursdays  Fridays

All class offerings are subject to change based upon minimum enrollment requirements.

\*Pre-K II – See student expectations

Revised 1/14/2025



**2025-26 Registration Agreement**

By returning this completed registration form and the registration fee of \$75.00 **per family** (payable to New Hope Preschool), your child has a **reserved spot** in our program. The yearly registration fee is non-refundable. Additional requirements are required to finalize your enrollment.

**To finalize registration**, a one-month deposit of your monthly tuition will be required to complete enrollment. Your one-month tuition deposit will be applied to your last month's tuition requirement which will be in May 2026.

Your May tuition deposit for the 2025-26 school year is due in the Preschool office no later than **May 10, 2026**. If you register on or after May 1st the registration fee **in addition to** your May deposit is required to finalize registration.

Should it become necessary to withdraw your child's registration prior to the school year beginning, you agree to contact the preschool Director in writing with at least four weeks' notice. The Director will begin to fill the opening created. Once this opening is filled, your one-month deposit may be refundable.

I have read and understand New Hope's policy on Preschool Registration.

Dated: \_\_\_/\_\_\_/\_\_\_ Signed: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

**Office Use Only**

Date Registration & Fee Received \_\_\_/\_\_\_/\_\_\_

\_\_\_ Current Family      \_\_\_ Church Member      \_\_\_ MomCo      \_\_\_ Community

Registration/May 2026 Deposit: Check # \_\_\_\_\_ Line Leader Invoice

Class placement \_\_\_\_\_ Class II Placement \_\_\_\_\_

Wait List Preference \_\_\_\_\_

Changes Made to Schedule \_\_\_/\_\_\_/\_\_\_

Notes \_\_\_\_\_

Date of Withdrawal \_\_\_/\_\_\_/\_\_\_ Deposit Refundable:      \_\_\_Yes \_\_\_No

Revised 1/14/2025

All class offerings are subject to change based upon minimum enrollment requirements.

\*Pre-K II – See student expectations