

Valley Ranch Baptist Preschool

Answers to Frequently Asked Questions Regarding...



REGISTRATION:

- Registration/Supply fee will be paid during registration and is non-refundable
- Registration/Supply fee can be paid with a ACH Bank Draft or by Visa/MC
- Registration/Supply fee is **NOT** due if you are placed on a waiting list
- Registration/Supply fee is prorated if you begin during the school year based on start date
- You will be notified of your child's teacher and room assignment around the beginning of August, as well as an opportunity to "Meet Your Teacher" on the Thursday or Friday the week before school starts with an appointment time between 9 and noon.

GENERAL:

- VRBP is a 9-month commitment (September – May)
- Tuition will be processed at the beginning of each month
- Monthly Tuition is calculated based on the total number of days attended for the entire school year
- Children do not change classes during the year after having their birthday
- Parents must sign in and sign out their child each day at their classroom door
- Younger 2's class will be offered T/Th from 9am – noon for children who have Spring or Summer birthdays.
- Older 2's classes will be offered T/Th or MWF for children who have Fall or Winter birthdays. You can select hours from 9am-noon or 9am – 2pm on a monthly basis and your tuition will be adjusted accordingly.
- VRBP hours for 3's and 4's classes will be from 9am – 2pm
- Communicate any changes to your Bank Account or Credit Card to the preschool office to avoid any NSF Fees from the Bank, or CC Decline Fees from your Credit Card provider
- May tuition will be ½ of the normal fee
- VRBP follows the Coppell ISD school calendar for holidays during the year as closely as possible

PROCARE:

- PROCARE is the software used by VRBP
- Once you have registered, you will have an account in PROCARE
- To access the PROCARE Parent Portal, use the email address and password you entered when registering.
- To **PRINT A RECEIPT** for tuition payments:
 - Select "REPORTS" from the Options at the top of the screen
 - Select "CUSTOMER STATEMENT" from the report drop down
 - Select "RUN REPORT"
 - Select the option that meets your report needs
 - "THIS MONTH" if you want the current payment receipt or
 - "LAST YEAR" if you need a receipt for the whole calendar year
 - Select "RUN REPORT" again to get your receipt
 - The VRBP Tax ID is at the top of the report
 - This report and your personal contact information is the only information available online.
- Any changes to contact information (i.e. phone #, email, mailing address, or emergency contacts) should be updated by the parent using the Parent Portal in PROCARE.

WITHDRAWAL:

- If you need to withdraw your child, please send an email to Sarah Waters at swaters@vrbc.net stating the last day your child will attend preschool
- A 2-Week Notice is required to avoid additional tuition charges. If a 2-Week Notice is not provided, you will be charged for 2 weeks worth of tuition.