



# Shining Light Preschool

Future SLP Family,

Welcome to Shining Light Preschool (SLP) ... *a Safe Loving Place for your Sweet Little Preschooler!*

SLP uses the **Playground app** to:

- manage documents
- update data profiles for Student & Guardians
- check-in/out daily with a QR code on **any** class window
- pay monthly tuition.

**Playground** is a great way to:

- **CHAT:** communicate with your teacher
- **CLASS CHAT:** communicate with your classmates (*share class pics when you are the Co-op*)
- **FEED-POSTS:** see pictures & posts from your teacher
- **ABSENCES:** mark your child absence - Sick/Vacation/Day-off
- **HINT:** Set your **notifications** so you can receive Playground alerts.

There are **two steps** for enrolling at Shining Light:

**#1 Enrollment LINK**      [SLP Website - About - Enrollment: Apply to SLP Fall](#)

- Enroll & pay the \$175 Application Fee.
- Playground will send you an email with an **Invite Link** to join Playground.

**#2 Playground APP**      Download the **Playground APP** & see below for hints.

**Paperwork** There are TWO types of paperwork: **Documents & File Requests.**

Enrollment Documents/File Requests are due within **2 weeks of enrollment**

- **Documents**
  - SLP recommends completing the documents on a computer instead of the app.
- **File Requests**
  - **HELP:** Reference the **Enrollment Doc – Hints** on the SLP Website.

Once you enroll, your family will be assigned a SLP Family #, *used in future enrollments, including siblings.*

Please let me know if you have any questions! Thank you for choosing Shining Light & I look forward to spending these early years with you and your child!

Kelly McIntosh  
SLP Founder & Director

[kelly@vc.church](mailto:kelly@vc.church)

*PS: Check-out our [SLP Parent Handbook](#)*

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**MMM – Monday Morning eMail**      *Fall MMM begin 1<sup>st</sup> Week of August*

- SLP communicates all the SLP activities in the **MMM – Monday Morning eMail... on Monday, of course.**
- SLP will forward you the latest MMM, so you can be *in-the-loop on all things SLP!!*

**CO-OP CALENDAR**      *Fall SUG begins late August*

- SLP uses Sign-up Genius (**SUG**) to schedule Co-op Days. SLP will forward you the SUG MMM.
- Each parent will sign-up for *approximately* one Co-op Day per month.
- Fall SUG (Sept – Jan) is in August. Spring SUG (February – May) is in January.

*(see the next page for more info)*

## **#1 Enrollment LINK**

[Go to the SLP Website - About - Enrollment: Apply to SLP Fall.](#)

### **Blue Button - ENROLL NOW**

#### **Playground Account**

- I **have** a Playground Account: Login with email & password
- I do **not** have a Playground Account: Create a family account

#### **Follow prompts on Playground**

- Enrollment Plan - first choice
- Student Profile
- Guardians 1 & 2
- 2<sup>nd</sup> Choice (*you can stay on the waitlist for 1<sup>st</sup> choice throughout summer*).
- Submit Application

#### **Confirm enrollment & pay the \$175 Application Fee**

- Application Fee is nonrefundable & will hold your spot for Fall.
- The fee includes a one-time Application Fee (\$100) & annual Supply Fee (\$75).
- *If you re-enroll the following school year, you will pay a \$75 Annual Supply Fee.*

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## **#2 Playground APP**

*Playground will send you an email with the **Invite Link** to join Playground. Download the Playground App.*

#### **Payment Method**

- **Credit Card:** Your credit card info will be saved & used for monthly tuition.
- **Bank Account:** You can change your payment method to your bank, if interested.
- NOTE: Processing fees are the responsibility of the parent:
  - *Credit or Debit Card: 3% + \$.30 (consider ave. tuition of \$400 = \$12/month)*
  - *ACH or Bank Account: \$1*
- Current Tuition (or prorated tuition): will be charged upon your Enrollment.
- Sept. Tuition: will be charged on June 5th or upon enrollment after that.
  - *September's tuition is non-refundable unless you move from the area by August 1st.*
- NOTE: SLP tuition is calculated on an annual basis & divided evenly into 9 months – Sept to May.

#### **Guardians**

- Parent Guardians:
  - Confirm: First & Last Name, Relationship to student, Email, Cell Phone & Address.
- Secondary Guardians: Add others allowed to Drop-off/Pick-up your child.
  - Guardians will **need** the Playground App to check-in & check-out at Drop-off/Pick-up.
  - *Playground will prompt you to send a “**Sign-up link**” to the Guardian.*
  - *Guardians will receive a **Playground email invite** to download the Playground app.*

#### **Child's Profile**

- Confirm: Child's Birthday, Address, and Allergies or Medical Conditions.
- NOTES Section is for SLP Office use. *Please use the **Chat Feature** to communicate with SLP.*
- Upload Child's Picture: View Child's profile (blue bar at the top) □ Edit profile □ Edit photo

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