



at Oakton United Methodist Church

Celebrating 30 years in the community!

2951 Chain Bridge Road
Oakton, Virginia 22124
703-938-1233
ocp@oaktonumc.org
oaktonchristianpreschool.com

REGISTRATION FORM: 2024-2025

Child's name (Last, First) Nickname Sex (M/F)

Child's date of birth Age (by Sept 30, 2024) Returning family? Yes No

Address

Parent 1 (Last name, First name) Parent 2 (Last name, First name)

Cell phone Email address Cell phone Email address

Place of employment Work phone Place of employment Work phone

What language(s) is spoken at home? Names and ages of siblings

Does your child have any allergies or health concerns? Please be specific (EpiPen required? Speech/language; social/emotional; physical/visual/hearing; cognitive concerns?)

Please mark the class you would like your child to attend. Note: Class availability and placement are based on enrollment and are subject to change. If your child qualifies for two classes, please mark your first preference with a "1" and the other with a "2." The age your child will be by September 30, 2024 is used to determine the class your child qualifies for.

Table with 3 columns: Class Name, Days, and Tuition. Rows include 2 Day-a-Week Class (2.5-year-olds), 3 Day-a-Week Class (3-year-olds), 4 Day-a-Week Class/ (Old 3/Young 4/Pre-K), and 5 Day-a-Week Class/(4-year-olds/Pre-K).

A registration fee of \$100.00 per family should accompany this form. In addition, a one-time supply fee is due along with the first month's tuition on May 1, 2024. (Supply fees are as follows: \$65 for the 2-Day Class, \$85 for the 3-Day, 4-Day, and 5-Day Classes.) Without exception, the registration fee, the supply fee, and the first tuition payment are nonrefundable. Payments can be made by check (payable to Oakton Christian Preschool), by cash, or online at the OCP tab of the Oakton United Methodist Church's online giving page: https://secure.myvanco.com/YN7E/campaign/C-10VSG Please note: Payments made online include a transaction fee.

OCP OFFICE USE ONLY

Date received Payment received Sibling/s at OCP OUMC Member

Please complete other side

**Oakton Christian Preschool  
REGISTRATION FORM 2023-2024**

Child's name \_\_\_\_\_

Please check to acknowledge you have read the following statements:

The registration fee must be returned with this Registration Form for enrollment. **Without exception, the registration fee, the supply fee, and the first tuition payment are nonrefundable.** The first tuition payment and the supply fee are due May 1, 2024. If your first payment is not received by May 15<sup>th</sup>, we will not be able to hold a place for your child. The next monthly tuition payment is due by September 5<sup>th</sup>. As long as the child is enrolled, tuition must be paid whether or not the child is in attendance. The parent or guardian agrees to provide thirty days written notice or one month's tuition to Oakton Christian Preschool before withdrawing a child from the program. With written notice, tuition will be pro-rated.

The Commonwealth of Virginia School Entrance Health Form is required for admission. Your child will not be able to begin school without the completed form. It is understood that Oakton Christian Preschool will not be responsible for any illness that the child named on this Registration Form may contract. The preschool will notify the parent as soon as possible if the child becomes ill. It is also understood that parents will notify the preschool when the child is sick with a contagious illness.

The Commonwealth of Virginia also requires new students to provide proof of identity (birth certificate or passport) for enrollment.

If Oakton Christian Preschool can accommodate a child with special needs, then the child may be considered for enrollment. Parents should note that our staff is not specifically trained in special education and often cannot make special conditions within the classroom to accommodate only that child. It is the policy of Oakton Christian Preschool that all children receive equal amounts of time from the teaching staff. If too large a portion of the staff's time is spent assisting with the needs of only one child, the parents will be notified. If after thirty days, it is determined that Oakton Christian Preschool cannot meet the developmental needs of the child, then it will be Oakton Christian Preschool's recommendation that the parents find a different program that better meets their child's needs. Oakton Christian Preschool will do everything in their power to assist in referring the family to a developmentally appropriate program. Oakton Christian Preschool may refer the student and their family to Fairfax County Public Schools' Child Find to assist with this process.

Oakton Christian Preschool reserves the right to terminate enrollment of any child who negatively affects the health, safety, and/or educational learning environment of their classmates. A written notification stating the reasons for termination will be given to the parent or guardian. In this event, tuition will be pro-rated and refunded.

Oakton Christian Preschool does not discriminate on the basis of race, color, religion, national, or ethnic origin. All applications for enrollment at Oakton Christian Preschool are subject to the approval of the OCP Board.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

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Proof of the child's identity and age may include birth certificate, birth registration card, or passport.

Birth certificate or Passport number \_\_\_\_\_ Sex: \_\_\_\_\_

Child's full name \_\_\_\_\_ Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_ Date issued \_\_\_\_\_ Expiration date (if applicable) \_\_\_\_\_