

# Wesley United Methodist Church Preschool

## 2022-2023 Registration



### DATES TO REMEMBER

**January 10-14** Registration drop off for In-house families (currently enrolled children, siblings, church members, and alumni)

**February 1-4** Registration drop off for public/new families

Please visit our website, [www.wesleypreschool.com](http://www.wesleypreschool.com) for procedures and forms.

### PAPERWORK DUE AT REGISTRATION

1. Class Preference Form with first, second, and third preferences indicated, if desired.
2. Enrollment Information Form
3. Authorization for Emergency Care Form
4. Registration and Tuition Payment Contract (based on first preference)
5. Non-refundable Registration fee of \$100 for one child or \$150 for a family

### IMPORTANT DATES TO COMPLETE ENROLLMENT

<b>In-House Families (Enrolling January)</b>
On or before <b>January 28, 2022</b> please submit:
1. Non-refundable supply fee
2. May 2023 Tuition
On or before <b>August 5, 2022</b> please submit:
1. Commonwealth of Virginia Health Form, (available on our website under the registration tab.)

<b>New Families to Wesley (Enrolling February)</b>
On or before <b>February 25, 2022</b> please submit:
1. Non-refundable supply fee
2. May 2023 Tuition
On or before <b>August 5, 2022</b> , please present:
1. Commonwealth of Virginia Health Form, (available on our website under the registration tab.)
On or before <b>August 19, 2022</b> , please submit:
1. In person verification of child's birth date via original birth certificate or passport

**Registration Fee - \$100/ child or \$150/ family**

<b>Days of Attendance</b>	<b>Annual Supply Fee</b>	<b>Monthly Tuition</b>
<b>2</b>	<b>\$75</b>	<b>\$210</b>
<b>3</b>	<b>\$100</b>	<b>\$315</b>
<b>4</b>	<b>\$125</b>	<b>\$420</b>
<b>5</b>	<b>\$150</b>	<b>\$525</b>

## In-house Registration Process for 2022-2023 School Year

### Eligibility for “In-house” Registration

- ✓ Children of Wesley Preschool staff and church staff
- ✓ Currently and previously enrolled children of Wesley Preschool and their siblings
- ✓ Children of active members of Wesley Church, not currently enrolled
- ✓ Siblings or children of Wesley Preschool alumni

### The Process

**Applications for admission will be accepted in person or placed in the preschool after hours black drop box January 10, 2022 through January 14, 2022 between 9:00am – 12:00pm.** Registrations will be selected for processing through a lottery system. Although we will do our best to accommodate parent preferences in class placement, we must consider the male/female ratio, ages of students and the need to place siblings in school on the same day. You will be notified via email of your child’s placement in late January. *Please note: Registrations received after noon on January 14, 2022 will be processed at the end of in-house registration.*

### The Registration Packet – please place in an envelope

Only fully completed application packets will be included in the lottery. A completed packet includes:

	Class Preference Form with first, second, and third preferences indicated, if desired
	Enrollment Information Form
	Authorization For Emergency Care Form
	Registration and Tuition Payment Contract
	Cash or check payable to Wesley UMC Preschool for non-refundable* registration fee (\$100/child or \$150/family) *will be refunded only if space is unavailable

All forms are available on our website under the registration tab, [www.wesleypreschool.com](http://www.wesleypreschool.com)

### Financial Commitments

If your child is offered placement at Wesley UMC Preschool, you must submit payment by noon on January 28, 2022:

- ✓ Non-refundable supply fee
- ✓ May, 2023 Tuition

*If paying by check, please make payable to Wesley UMC Preschool*

**If payment is not received on or before January 28, 2022, we will return your application and consider your registration cancelled.** There are no exceptions to this date.

### Additional Requirements

On or before August 5, 2022: All students, new and returning, must submit a Virginia School Entrance Health Form. The Commonwealth of Virginia School Entrance Health Form is available on our website under the registration tab.

On or before August 19, 2022: Parents of new students must present child’s original birth certificate or passport to the preschool office for viewing and copying.

# Wesley United Methodist Church Preschool

## CLASS PREFERENCE FORM 2022-2023

Child's Name \_\_\_\_\_

PLEASE INDICATE YOUR CLASS PREFERENCE (#1, #2, #3)

<b>2.5's Program</b>	<b>2.5 years old by September 30</b>	<b>9:00am-12:00pm</b>
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Children do not need to be potty-trained.

\_\_\_\_\_ Monday/Wednesday/Friday (3 day program)

\_\_\_\_\_ Tuesday/Thursday (2 day program)

\* write 1 in Monday/Wednesday/Friday and Tuesday/Thursday for a 5 day program

<b>2.5/3's Program</b>	<b>3 years old by December 31</b>	<b>9:00am-12:00pm</b>
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Children do not need to be potty-trained.

\_\_\_\_\_ Monday/Wednesday/Friday (3 day program)

\_\_\_\_\_ Tuesday/Thursday (2 day program)

\*write a 1 in Monday/Wednesday/Friday and Tuesday/Thursday for a 5 day program

<b>3's Program</b>	<b>3 years old by September 30</b>	<b>9:00am-12:00pm</b>
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Children must have independent bathroom skills.

\_\_\_\_\_ Monday/Wednesday/Friday (3 day program)

\_\_\_\_\_ Tuesday/Thursday (2 day program)

\_\_\_\_\_ Monday through Friday (5 day program)

<b>3/4's Program</b>	<b>4 years old by December 31</b>	<b>9:00am-12:00pm</b>
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\_\_\_\_\_ Monday/Tuesday/Wednesday/Thursday (4 day program)

\_\_\_\_\_ Add Friday \*5 day program\*

<b>Pre-K &amp; Science Program</b>	<b>4 years old by September 30</b>	<b>9:00am-12:00pm</b>
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\_\_\_\_\_ Pre-K: Monday through Friday (5 day program, 1 day of STEM)

**Please Note:** Wesley UMC Preschool will give serious consideration to your class preference, but other placement factors will be considered. Classes will be created based on age appropriate groupings. It is our goal to create balanced classrooms that maximize the experience and learning of all students.

Wesley United Methodist Preschool  
Enrollment Information 2022-2023

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<b>Child's Name</b>	_____	Male	_____
Birthday	_____	Female	_____
Address	_____		
	_____		
Allergies	_____		
Health Issues	_____		
Daily Medication	_____		

		Circle Preferred/Primary Number	
<b>Mother's Name</b>	_____	H Phone	_____
Address	_____	C Phone	_____
(if different than above)	_____	W Phone	_____
Email	_____		
Occupation	_____		

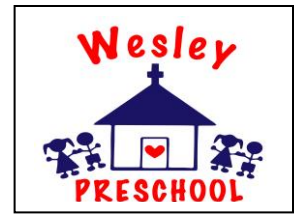
		Circle Preferred/Primary Number	
<b>Father's Name</b>	_____	H Phone	_____
Address	_____	C Phone	_____
(if different than above)	_____	W Phone	_____
Email	_____		
Occupation	_____		

<b>Emergency Contacts</b> (Two Local Contacts Other Than Parents)			
Name	_____	Name	_____
Relationship	_____	Relationship	_____
Home Phone	_____	Home Phone	_____
Cell Phone	_____	Cell Phone	_____

	Please Initial
	I give permission for my child to be photographed and videotaped in the Preschool during program functions. I understand that photographs /videos may be taken by faculty or by parents/guardians, and I consent to the use of these photographs/videos for communication purposes, such as communications with families and internal business communications. Parents agree to keep all preschool photos private and not to share them on social media if they include children other than their own child.
	Wesley UMC Preschool may include child's name, address, phone and email on class roster.
	Wesley UMC Preschool or teachers will not be held liable in the event of an accident.

# Authorization for Emergency Treatment

2022-2023



Child's Name: First \_\_\_\_\_ Last \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list all allergies to foods or medications:

\_\_\_\_\_

Is the student under a physician's care for health needs on a continuing basis?

Yes \_\_\_ No \_\_\_ if yes, describe: \_\_\_\_\_

Mother/Guardian Name: First: _____ Last: _____
Address: _____ City _____ State _____ Zip _____
Phone: Home _____ Cell _____ Work _____

Father/Guardian Name: First: _____ Last: _____
Address: _____ City _____ State _____ Zip _____
Phone: Home _____ Cell _____ Work _____

Insurance Company: _____
Identification/Policy Number: _____
Policy Holder's Name: _____
Policy Holder's Employer: _____

In case of a medical emergency and I am unable to be contacted, Wesley UMC Preschool has my permission to call the rescue squad and/or to transport my child by emergency medical services to the emergency room of the nearest hospital and provide this health information. The emergency medical services team, hospital and its medical team have my authorization to provide treatment which is deemed necessary for my child's well-being. I agree to accept responsibility for medical and transportation fees.

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date

*Wesley UMC Preschool, 711 Spring Street SE, Vienna Va. 22180*

*703.938.3970 office, 703.223.1995 office cell*

# Wesley United Methodist Preschool

## Registration and Tuition Payment Contract

2022-2023

We are pleased that your child will attend Wesley United Methodist Preschool for the 2022-2023 school year. In order to confirm your child's enrollment, please sign this contract and return with the registration paperwork and **non-refundable registration fee of \$100/child or \$150/family.**

Days of Attendance	Monthly Tuition (9 equal payments)	Yearly Tuition	Annual Supply Fee
2 Day	\$210	\$1,890	\$75
3 Day	\$315	\$2,835	\$100
4 Day	\$420	\$3,780	\$125
5 Day	\$525	\$4,725	\$150

As the parents/guardians of \_\_\_\_\_ (student name) we agree to make 9 tuition payments for enrollment in Wesley Preschool from September 2022 through May 2023. **We agree to prepay May 2023 tuition and the one time supply fee after registration has been confirmed.** A refund of the May 2023 tuition will only be given by written request through June 1, 2022. The registration fee and supply fee are non-refundable, no exceptions. If you register after June 1, 2022, all fees paid are non-refundable. Registration of your child is conditional upon receipt of the tuition deposit and supply fee. **In addition, all children will be required to submit the VA Commonwealth School Health Form by August 5, 2022.** If registering after August 5, 2022, you have 30 days from the registration date to submit the required health form.

We acknowledge that tuition is due on the first day of each month starting with September 1, 2022 through April 1, 2023. **Tuition received after the 5<sup>th</sup> of the month, regardless of student absence, weekends, school closures or holidays, will be deemed late and will incur a \$25 late fee. Tuition received on or after the 15<sup>th</sup> day of the month will incur a \$50 late fee.** If payment is not received by the last day of the month, Wesley reserves the right to withdraw your child from the program. There is a charge of \$35.00 for a returned check.

I understand that by signing this agreement, I will abide by this contract and will follow the policies it contains. I agree that my child and I will follow all the regulations set forth by the Wesley UMC preschool included in, but not limited to, the Parent Handbook. It is also the right of the Wesley UMC Preschool to amend the conditions of this agreement or to recommend the termination or place restrictions on my child's enrollment if my child's academic, emotional, behavioral concerns, or if his/her well-being suggests such action to be in the best interest of the school and/or my child.

To cancel this contract, written notification to the Office of the preschool must be made stating withdrawal date and the prepaid May 2023 tuition will be considered your final payment.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_