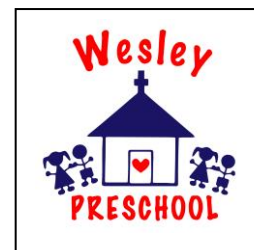


Wesley United Methodist Church Preschool

2023-2024 Registration



DATES TO REMEMBER

January 17-20 Registration drop off for In-house families (currently enrolled children, siblings, church members, and alumni)

February 6-10 Registration drop off for public/new families

*******Rolling admission as of February 13*******

Please visit our website, 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

In-House Families (Enrolling January)	New Families to Wesley (Enrolling February)
On or before February 1, 2023 please submit:	On or before March 1, 2023 please submit:
1. Non-refundable supply fee	1. Non-refundable supply fee
2. May 2024 Tuition	2. May 2024 Tuition
On or before August 11, 2023 please submit:	On or before August 11, 2023 , please present:
1. Commonwealth of Virginia Health Form, (available on our website under the registration tab.)	1. Commonwealth of Virginia Health Form, (available on our website under the registration tab.)
	2. In person verification of child's birth date via original birth certificate or passport

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

Days of Attendance	Annual Supply Fee	Monthly Tuition
2	\$75	\$225
3	\$100	\$335
4	\$125	\$440
5	\$150	\$545

In-house Registration Process

2023-2024 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 17, 2023 through January 20, 2023 between 9:00am – 1:00pm. 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 1:00pm on January 20, 2023 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
	Teacher Information Form
	Cash or check payable to Wesley 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

Financial Commitments

If your child is offered placement at Wesley UMC Preschool, you must submit payment by noon on February 1, 2023:

- ✓ Non-refundable supply fee
- ✓ May 2024 Tuition

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

If payment is not received on or before February 1, 2023, we will return your application and consider your registration cancelled. There are no exceptions to this date.

Additional Requirements

On or before August 11, 2023: 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 11, 2023: Parents of new students must present child’s original birth certificate or passport to the preschool office for viewing and copying.

Wesley UMC Preschool

CLASS PREFERENCE FORM 2023-2024



Child's Name _____

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

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

_____ Monday/Wednesday/Friday (3 day program: \$335.00/month)

_____ Tuesday/Thursday (2 day program: \$225.00/month)

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

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

_____ Tuesday/Wednesday/Thursday (3 day program: \$335/month)

_____ Monday through Friday (5 day program: \$545/month)

3/4's Program	4 years old by December 31	9:00am-12:00pm
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_____ Monday/Tuesday/Wednesday/Thursday (4 day program: \$440/month)

Pre-K & Science Program	4 years old by September 30	9:00am-12:00pm
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_____ Pre-K: Monday through Friday (5 day program, 1 day of STEM: \$545/month)

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 UMC Preschool
Enrollment Registration Form
2023-2024



Student Name: _____

Date of Birth: _____

Address: _____

Gender: Male _____ Female _____

Allergies: _____

Health Issues: _____

Daily Medications: _____

Enrolling Parent: _____ Mother _____ Father _____ Guardian _____

Address (if different than above): _____

Email: _____

Preferred Phone: _____

Other Parent: _____ Mother _____ Father _____ Guardian _____

Address (if different than above): _____

Email: _____

Preferred Phone: _____

Emergency Contacts (Two Local Contacts Other Than Parents)

Name: _____ **Name:** _____

Relationship: _____ **Relationship:** _____

Phone: _____ **Phone:** _____

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. **Yes** _____ **No** _____

Wesley UMC Preschool may include child's name, address, phone and email on class roster.

Yes _____ **No** _____

Wesley UMC Preschool or teachers will not be held liable in the event of an accident.

Initial _____

Wesley United Methodist Preschool
TEACHER INFORMATION
2023-2024

Child's Name _____ (circle) Male / Female
(First) (Last)

Child's Nick Name _____ Birthdate _____

Address _____ Home Phone _____

Please **X** which is the primary contact:

Mother's email _____ Mother's cell _____

Father's email _____ Father's cell _____

Names of Family Members Living at Home:

Mom _____ Sibling Name (birthdate) _____ ()

Dad _____ Sibling Name (birthdate) _____ ()

Other _____ Sibling Name (birthdate) _____ ()

Other _____ Sibling Name (birthdate) _____ ()

Who cares for your child on a daily basis?

(circle) Parents / Day Care Provider / Other (specify) _____

Does your child hear a language other than English at home? (If yes, specify) _____

Does your child speak a language other than English at home? (If yes, specify) _____

Previous or current child day care programs and / or schools attending:

1. _____

2. _____

Physical Development / Allergies:

Are there any medical problems we should be aware of? (circle) Yes No

If yes, please explain: _____

Does your child have any allergies (food, medicine, insects, etc)? (circle) Yes No

If yes, please list: _____

Has your child had any professional evaluations for assessment of special needs or developmental delays? (circle) Yes No

If yes, please describe results: _____

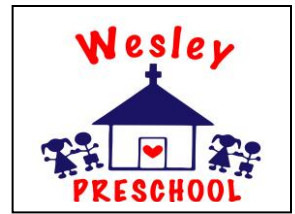
Do you have any concerns or observations regarding the physical, cognitive or language growth and development of your child? (circle) Yes No

If yes, please explain: _____

What comforts your child? _____

Please add comments that will help us get to know your child: _____

Authorization for Emergency Treatment
2023-2024



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

2023-2024



We are pleased that your child will attend Wesley United Methodist Preschool for the 2023-2024 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	\$225	\$2,025	\$75
3 Day	\$335	\$3,015	\$100
4 Day	\$440	\$3,960	\$125
5 Day	\$545	\$4,905	\$150

As the parents/guardians of _____ (student name) we agree to make 9 tuition payments for enrollment in Wesley Preschool from September 2023 through May 2024.

- **We agree to prepay May 2024 tuition and the one-time supply fee after registration has been confirmed.** A refund of the May 2024 tuition will only be given by written request through June 1, 2023. The registration fee and supply fee are non-refundable, no exceptions. If you register after June 1, 2023, all fees are due at the time of registration and 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 11, 2023.** If registering after August 11, 2023, 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, 2023 through April 1, 2024. **Tuition received after the 10th of the month, regardless of student absence, weekends, school closures or holidays, will be deemed late and will incur a \$25 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 2024 tuition will be considered your final payment.

Parent Signature: _____ **Date:** _____