

# Wesley United Methodist Church Preschool

## 2021-2022 Registration

### DATES TO REMEMBER

**January 11-14** 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. Teacher Information Form
4. Permission for Emergency Care Form
5. Registration and Tuition Payment Contract (based on first preference)
6. 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 <b>January 29, 2021</b> please submit:	On or before <b>February 19, 2021</b> please submit:
1. Non-refundable supply fee	1. Non-refundable supply fee
2. May 2022 Tuition	2. May 2022 Tuition
On or before <b>August 6, 2021</b> please submit:	On or before <b>August 6, 2021</b> , 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.)
	On or before <b>August 16, 2021</b> , please submit:
	1. 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
<b>2</b>	<b>\$75</b>	<b>\$200</b>
<b>3</b>	<b>\$100</b>	<b>\$300</b>
<b>4</b>	<b>\$125</b>	<b>\$400</b>
<b>5</b>	<b>\$150</b>	<b>\$500</b>
<b>5 (pre-K extended program only)</b>	<b>\$150</b>	<b>\$600</b>

## **Public Registration Process for 2021-2022 School Year**

### **The Process**

**Applications for admission for remaining spaces after in-house registration will be accepted in person or can be placed in the black after-hours drop box by the preschool front door Monday, February 1, 2021 through Thursday, February 4, 2021 between 9:30am-12:30pm.** The lottery will be conducted during the week of February 8, 2021. Families should be notified by February 12, 2021 via email of class placement.

Family applications of more than one child will be processed together.

New registrations will be selected randomly and class placements will be assigned in the order drawn based on opening space availability. Classes will be filled with attention to maintaining desirable male/female ratios and the need to place siblings in school on the same days. Children will be placed in a class based in accordance with the first preference indicated on the registration form. If the first desired class is full, we will then review the second preference indicated and place the child on the wait list for the first choice. We will do the same if the parent has indicated a third choice.

*Any registrations submitted after 12:30pm on February 4, 2021 will be processed at the end of the lottery, on a first come, first served basis.*

### **The Registration Packet** – please place in a manila 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
	Teacher Information Form
	Permission 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 February 19, 2021:

- ✓ Supply fee
- ✓ May 2022 Tuition

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

**If payment is not received on or before February 19, 2021, we will return your application and consider the registration cancelled.** There are no exceptions to this date.

### **Additional Requirements**

On or before August 6, 2021: 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 16, 2021: Parents of new students must present child's original birth certificate or passport to the preschool office for viewing and copying.

### **Wait List**

As explained above, your child may be placed on a wait list. We often have movement after registration and many families on our wait list are offered a space by the time school starts in the fall. We will continue to accept applications for new families throughout the spring and summer.

# Wesley United Methodist Church Preschool

## CLASS PREFERENCE FORM 2021-2022

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

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

<b>2.5/3'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>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/Tuesday/Wednesday (3 day program)

\_\_\_\_\_ Tuesday/Wednesday/Thursday (3 day program)

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

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

<b>4's Program</b>	<b>4 years old by September 30</b>
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\_\_\_\_\_ Monday/Tuesday/Wednesday/Thursday (4 day program), **9am-noon**

\_\_\_\_\_ \*Pre-K: Morning only, **9am-noon**: Monday through Friday

\_\_\_\_\_ \*Pre-K: Extended Program, **9am-1:00 pm**: Monday through Friday

\*Includes one morning of Science

**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 2021-2022

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

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

			<b>Circle Preferred/Primary Number</b>
<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	_____

<b>Please Initial</b>	
	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.

**Wesley United Methodist Preschool**  
**TEACHER INFORMATION**  
2021-2022

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wesley United Methodist Preschool  
Permission For Emergency Care  
2021-2022

Name of Student \_\_\_\_\_ Birthdate \_\_\_\_\_  
(Last) (First)

Mother/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone(s) \_\_\_\_\_ Cell \_\_\_\_\_

Father/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone(s) \_\_\_\_\_ Cell \_\_\_\_\_

Emergency Contact (Local) \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Insurance \_\_\_\_\_

Policy Number \_\_\_\_\_

Student's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Is the student allergic to any medication? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the student allergic to any foods? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ if so describe: \_\_\_\_\_

\_\_\_\_\_

*A school staff member will communicate with parents to provide any necessary school assistance.*

Wesley United Methodist Preschool has my permission, in an emergency when I cannot be contacted, to take my child to the emergency room of the nearest hospital, or to call the rescue squad, which may then take my child to the nearest hospital; the rescue squad, the hospital and its medical staff have my authorization to provide treatment that a physician deems necessary for the well being of my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*The original of this form shall be accessible in the school office and taken to the hospital with the student.*

Wesley United Methodist Preschool, 711 Spring Street, SE, Vienna, VA 22180 (703)938-3970

wesleyumpreschool@verizon.net

## Wesley United Methodist Preschool

### Registration and Tuition Payment Contract

2021-2022

We are pleased that your child will attend Wesley United Methodist Preschool for the 2021-2022 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	\$200	\$1,800	\$75
3 Day	\$300	\$2,700	\$100
4 Day	\$400	\$3,600	\$125
5 Day	\$500	\$4,500	\$150
5 Day Extended Pre-K	\$600	\$5,400	\$150

As the parents/guardians of \_\_\_\_\_ (student name) we agree to make 9 tuition payments for enrollment in Wesley Preschool from September 2021 through May 2022. **We agree to prepay May 2022 tuition and the one time supply fee after registration has been confirmed.** A refund of the May 2022 tuition will only be given by written request through May 28, 2021. The registration fee and supply fee are non-refundable, no exceptions. 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 6, 2021.** If registering after August 6, 2021, you have 30 days from registration date submit the required health form.

We acknowledge that tuition is due on the first day of each month starting with September 1, 2021 through April 1, 2022. **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 Director of the preschool must be made thirty days prior to withdrawal and the prepaid May 2022 tuition will be considered your final payment.

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