



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

## REGISTRATION FORM 2023-2024

Child's Name (Last, First) \_\_\_\_\_ Nickname \_\_\_\_\_ Sex (M/F) \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_ Age (by Sept 30, 2023) \_\_\_\_\_ Returning Family?  Yes  No

Address \_\_\_\_\_

Mother's Name (Last, First) \_\_\_\_\_ Father's Name (Last, First) \_\_\_\_\_

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. Please 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."*

_____ 2 Day-a-Week Class (2.5-year-olds)	T & TH	\$220.00 per month
_____ 3 Day-a-Week Class (3-year-olds)	M, W, F	\$305.00 per month
_____ 4 Day-a-Week Class/(Old 3/Young 4/Pre-K)	M-TH	\$375.00 per month
_____ 5 Day-a-Week Class/(4-year-olds/Pre-K)	M-F	\$430.00 per month

A registration fee of \$100.00 per family should accompany this form. **The registration fee is nonrefundable.** In addition, a one-time supply fee of \$50 per child is due along with the first month's tuition on May 1, 2023. Payments can be made by check (payable to Oakton Christian Preschool), by cash, or online at the Oakton United Methodist Church's online giving page, OCP tab: <https://secure.myvanco.com/YN7E/campaign/C-10VSG> Please note: Online payments can be made with a bank account or with a credit card. If paying with a credit card, please check the box to help cover the credit card 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 \_\_\_\_\_

The registration fee must be returned with the 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, 2023. 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 admissions. 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 the 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.

Oakton Christian Preschool reserves the right to terminate enrollment of any child who negatively affects the health, safety, and/or educational learning environment of his/her 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) \_\_\_\_\_