



# Preschool Enrollment Packet

~ 2020-2021 School Year ~

# WEPC Community Preschool

Dear parents,

We're excited that you've decided to enroll your child in our preschool and we look forward to getting to know your family more this upcoming school year.

This packet contains important forms we need on file before your child can begin preschool in the fall. Please carefully complete each form before turning in.

Please read over the enrollment process below. Feel free to contact me if you have any questions.

Sincerely,

*C. Zollinhofer*

Casey Zollinhofer  
WEPC Community Preschool Director  
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## **HOW TO ENROLL or RE-ENROLL**

Enrollment at WEPC Community Preschool opens January 31 and children are accepted on a rolling basis. Please submit your enrollment packet and fee as early as possible to ensure a spot for your child. After your completed packet and fee are received, the Preschool Director will contact you to confirm your child's enrollment.

## **Important Dates**

- January 31: Enrollment Opens
- February 14: Enrollment Packet Due For Returning Students & Siblings
- August 14: School Entrance Health Form Due

## **Enrollment Requirements**

1. Enrollment Packet
2. School Entrance Health Form (due by August 14)
3. Enrollment Fee (enrollment packet not complete until fee has been paid in full)
  - New Family: \$125 (+ \$25 per additional child)
  - Returning Family: \$25 per child

# WEPC Community Preschool Enrollment Packet

## ~ Family Information Page ~

**Child's Full Name:** \_\_\_\_\_

**Preferred name:** \_\_\_\_\_

**Gender:** \_\_\_\_\_

**Birthday:** month \_\_\_\_\_, day \_\_\_\_\_, year \_\_\_\_\_

**Age Sept. 30, 2020:** years \_\_\_\_\_, months \_\_\_\_\_

**Mother's Information:**

**Father's Information:**

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Does ***your child*** speak English? \_\_\_\_\_

Do ***you*** speak English? \_\_\_\_\_

Do ***you*** speak another language besides English? \_\_\_\_\_ If so, which one? \_\_\_\_\_

Does your child have any allergies? If yes, please explain: \_\_\_\_\_

Is your child on medication on a regular basis? If yes, what medicine and reason: \_\_\_\_\_

Is your child potty trained (required by 1<sup>st</sup> day of school in 3s & 4/5s classes)? \_\_\_\_\_

Do you as a parent have concerns, or has a doctor expressed concerns, about your child regarding the following:

\_\_\_\_\_ Vision

\_\_\_\_\_ Hearing

\_\_\_\_\_ Speech

\_\_\_\_\_ Developmental

\_\_\_\_\_ Physical Development

\_\_\_\_\_ Emotional Development

\_\_\_\_\_ Behavior

\_\_\_\_\_ Nutrition/Eating

\_\_\_\_\_ Other Health Concerns

If you checked any of the above areas, please explain: \_\_\_\_\_

WEPC Community Preschool  
~ **Class Offerings Enrollment Page** ~

Please check which class you would like to enroll your child in.

**Toddler Class Parent Co-Op**

\_\_\_\_\_ 1-Day Toddler Class

- For children 15-23 months by September 30, 2020 (Age requirement may be flexible)
- Wednesdays, 9:00-11:45, \$60/month (\$540/year)
- Parents are required to help in the class approximately once every 2 months (depending on class size)

**Two Year Old Class**

\_\_\_\_\_ 2-Day Twos Class

- 2 by September 30, 2020
- Wednesdays & Fridays, 9:00-11:45, \$180/month (\$1,620/year)

\_\_\_\_\_ 1-Day Twos ***Add-On*** Class (for those also enrolled in our 2-day 2s class)

- 2 by September 30, 2020
- Mondays, 9:00-11:45, \$60/month (\$540/year)
- *This class will only be held if there are enough children enrolled.*

**Three Year Old Classes (children must be potty trained)**

\_\_\_\_\_ 2-Day Three Year Old Class

- 3 by September 30, 2020
- Wednesdays & Fridays, 9:00-12:00, \$180/month (\$1,620/year)

\_\_\_\_\_ 3-Day Three Year Old Class

- 3 by September 30, 2020
- Mondays, Wednesdays & Fridays, 9:00-12:00, \$235/month (\$2,115/year)

**Four & Five Year Old Pre-K Classes (children must be potty trained)**

\_\_\_\_\_ 3-Day Four & Five Year Old Pre-K Class

- 4 by September 30, 2020
- Mondays, Wednesdays & Fridays, 9:00-12:00, \$235/month (\$2,115/year)

\_\_\_\_\_ 1-Day Four & Five Year Old ***Add-On*** Class (for those also enrolled in our 3-day 4/5s class)

- 4 by September 30, 2020
- Thursdays, 9:00-12:00, \$60/month (\$540/year)
- *This class will only be held if there are enough children enrolled.*

WEPC Community Preschool  
~ Child Pick-Up Permission Form & Emergency Contact Info~

I give my child, \_\_\_\_\_, permission to leave WEPC Community Preschool with the people listed below. I understand the following:

- My child will not be released to any person not on this list.
- The preschool staff will require each person on this list to show an official form of identification with a picture (such as a driver's license) at least the first time they pick up your child.
- I will provide an appropriate child safety seat for my child when leaving WEPC Community Preschool.
- I will notify the people on this list of all preschool information pertaining to dismissal (policies will be described in the parent handbook you'll receive at the beginning of the school year).

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

- |  |  |
|--|--|
| 1. Mother's Name: _____<br>Cell Phone: _____ | Home Phone: _____                                |
| 2. Father's Name: _____<br>Cell Phone: _____ | Home Phone: _____                                |
| 3. Name _____<br>Cell Phone: _____           | Relationship to Child _____<br>Home Phone: _____ |
| 4. Name _____<br>Cell Phone: _____           | Relationship to Child _____<br>Home Phone: _____ |
| 5. Name _____<br>Cell Phone: _____           | Relationship to Child _____<br>Home Phone: _____ |
| 6. Name _____<br>Cell Phone: _____           | Relationship to Child _____<br>Home Phone: _____ |

~ Emergency Contact Info ~

**Local emergency contacts if parents cannot be reached (two are required):**

\*\*Both of these contacts will have permission to pick up your child.\*\*

\*\*These contacts need to be other adults, *not mom and dad*. \*\*

- |                                    |  |
|------------------------------------|--|
| 1. Name _____<br>Cell Phone: _____ | Relationship to Child _____ (not mom & dad)<br>Home Phone: _____ |
| 2. Name _____<br>Cell Phone: _____ | Relationship to Child _____ (not mom & dad)<br>Home Phone: _____ |

**~ Emergency Contact Info Continued ~**

**Do you give permission for WEPC Community Preschool to have your child treated by your doctor or at an emergency room in case of an emergency and you cannot be reached?**

\_\_\_\_\_ YES (if yes, complete the following information)                      \_\_\_\_\_ NO

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Child's physician:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Child's Insurance Information:**

Policyholder's name: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy number: \_\_\_\_\_

WEPC Community Preschool  
~ **Payment Contract** ~

Tuition Information

*Monthly tuition is based off an annual tuition that's divided into 9 equal monthly payments.*

- **Monthly Tuition** (non-refundable) – DUE 1<sup>st</sup> OF EACH MONTH regardless of what day that falls on. Families are responsible for paying tuition on or before the 1<sup>st</sup> of each month.
  - 1-Day Classes - \$60/month (\$540/year)
  - 2-Day Classes - \$180/month (\$1,620/year)
  - 3-Day Classes - \$235/month (\$2,115/year)
- **Receipts** - Available upon request. Please contact Jennifer Hirt (jennifer@wepc.org).
- **Inclement Weather Closings** - Tuition discounts are not given when school is missed due to inclement weather closings.

Where To Pay

- **Mail** – Mail tuition to WEPC Community Preschool OR
- **Preschool Lock Box** – Place tuition in the Preschool's lock box in the WEPC office
- **Please Do Not** – Don't put tuition in child's yellow folder, give to teachers or place in Sunday's offering

How To Pay

- **Checks** - Make checks payable to WEPC Preschool & put your child's name in the memo line. No envelopes needed for checks.
- **Cash** - Only exact cash payment, please. We are not able to give change. Place cash in envelope with your child's name on it.
- **Bill Pay** – You may set up an automatic payment plan with your bank. Please make sure the check will arrive on the 1<sup>st</sup> of each month. Make checks payable to WEPC Preschool & put "preschool tuition" & your child's name in the memo line.

Penalty Fees

- \$20 late fee if tuition not received by 7<sup>th</sup> of each month – charged on the following month's invoice
- \$0.50 per minute if late picking up your child after 12:05. – due the next school day
- \$25 fee for any returned check – charged on the following month's invoice

Contract

I have read, understand and agree to the above information and policies. Specifically, I know that each month's tuition is due on the first of the month regardless of what day that falls on and that I'll be charged a \$20 late fee if my tuition is not received by the 7<sup>th</sup> of the month. I am committed to pay the whole year's tuition unless I officially withdraw my child from preschool (in writing to the director).

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

WEPC Community Preschool  
Directory & Picture Permission

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**Preschool Directory Information**

**Please mark your choice below:**

\_\_\_\_\_ I **do not** want my family's information printed in the preschool directory.

\_\_\_\_\_ I **do want** the following information printed in the preschool directory:

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

Parent's Names: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Mom's Cell Phone Number: \_\_\_\_\_

Dad's Cell Phone Number: \_\_\_\_\_

Mom's Email Address: \_\_\_\_\_

Dad's Email Address: \_\_\_\_\_

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**Picture Permission**

**I give permission for pictures of my child to be posted (check to give permission):**

\_\_\_\_\_ In the preschool class and hallway of WEPC

\_\_\_\_\_ On the preschool's website

\_\_\_\_\_ On the preschool's Facebook page

\_\_\_\_\_ On the preschool's Instagram account

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



WEPC Community Preschool  
~ Proof of Child's Identity and Age ~

**\*\*Due w/ Enrollment Packet\*\***

***Proof of Identity is only needed for NEW students. If your child has been enrolled in our preschool we already have this on file.***

The Virginia State Department of Social Services requires that all children enrolling in a child day program provide proof of their identity and age.

**Proof of your child's identity and age may include a certified copy or the original of any one of the following:**

- Child's birth certificate
- Notification of birth (from the hospital, attending physician or midwife)
- Birth registration card
- Passport
- Placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies)
- Entrustment agreement conferring temporary legal custody of a child to an independent foster parent
- School record from a public school in Virginia
- Certification by a principal or principal designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented

**To show this proof, you may choose from the following options:**

1. Turn in a certified or notarized copy of the above paperwork.
2. Bring your original proof of identity to the WEPC office for a signed copy to be made.

If proof of identity is not on file by one week after your child's first day of school, the Preschool Director is required by law to notify the local law-enforcement agency.

## **School Entrance Health Forms Due August 14, 2020**

The Virginia School Entrance Health Form is not due with the rest of the enrollment packet. They must be on file at WEPC before your child can begin preschool. Please turn these forms in to Casey Zollinhofer no later than August 14, 2020.

Your pediatrician can fill out these forms based on your child's last check up if he/she has had one since January 1, 2020. If your child has not had a check up since January 1, 2020 then you'll need to schedule an appointment with your child's pediatrician to have a check up and have these forms filled out.

If your child's birthday is between August 15 and December 31, you can turn in a School Entrance Health Form from a well check up that was between August 15, 2019 and December 31, 2019. However, you **MUST** turn in an updated School Entrance Health Form by 1 year from the date on your 2019 health form.

Most pediatricians have these forms in their offices as well.

**School Entrance Health Form Due August 14, 2020.**