



Preschool Enrollment Packet

~ 2023-2024 School Year ~



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,

A handwritten signature in black ink that reads "C. Zollinhofer".

Casey Zollinhofer

WEPC Community Preschool Director

9008 Quioccasin Road • Richmond, VA 23229

casey@wepc.org • 741-6562, ext. 12 • www.wepc.org/preschool

HOW TO ENROLL or RE-ENROLL

Enrollment at WEPC Community Preschool opens February 1 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

- February 1: Enrollment Opens
- February 13: Enrollment Packet Due For Returning Students & Siblings
- August 15: Proof of Identity (new students) & School Entrance Health Form (all students) Due

Enrollment Requirements

1. Enrollment Packet
2. 2023 School Entrance Health Form (for all students - due by August 15)
3. Proof of Identity (for new students - due by August 15)
4. 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: _____

Birthday: month _____, day _____, year _____

Gender: _____

Age Sept. 30, 2023: years _____, months _____

Mother's Information:

Mother's Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Address: _____

City, State, Zip: _____

Occupation: _____

Work Phone: _____

Father's Information:

Father's Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Address: _____

City, State, Zip: _____

Occupation: _____

Work Phone: _____

Primary Parent To Receive Tuition Invoices *(our bookkeeping system can only store one email address)*

Name: _____

Email: _____

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 1st 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.

Weekly Lunch Bunch from 12:00-1:30 will be offered during the 2023-2024 school year.

Toddler Class

_____ 1-Day Toddler Class

- 15-23 months by September 30, 2023 (age flexible pending enrollment)
- Mondays, 9:00-11:45, \$120/month (\$1,080/year)

2 Year Old Classes

Must be 2 by September 30, 2023

_____ 1-Day 2s Class

- Mondays, 9:00-11:45, \$120/month (\$1,080/year)

_____ 2-Day 2s Class

- Wednesdays & Fridays, 9:00-11:45, \$215/month (\$1,935/year)

_____ 3-Day 2s Class

- Mondays, Wednesdays & Fridays, 9:00-11:45, \$270/month (\$2,430/year)

3 Year Old Classes

Must be 3 by September 30, 2023 & Potty Trained

_____ 2-Day 3s Class

- Wednesdays & Fridays, 9:00-12:00, \$215/month (\$1,935/year)

_____ 3-Day 3s Class

- Mondays, Wednesdays & Fridays, 9:00-12:00, \$270/month (\$2,430/year)

4/5 Year Old Pre-K Classes

Must be 4 by September 30, 2023 & Potty Trained

_____ 3-Day 4s/5s Pre-K Class

- Mondays, Wednesdays & Fridays, 9:00-12:00, \$270/month (\$2,430/year)

_____ 4-Day 4s/5s Pre-K Class

- Mondays, Tuesdays, Wednesdays, Fridays, 9:00-12:00, \$330/month (\$2,970/year)

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: _____
Cell Phone: _____ | Home Phone: _____ |
| 2. Father's Name: _____
Cell Phone: _____ | Home Phone: _____ |
| 3. Name _____
Cell Phone: _____ | Relationship to Child _____
Home Phone: _____ |
| 4. Name _____
Cell Phone: _____ | Relationship to Child _____
Home Phone: _____ |
| 5. Name _____
Cell Phone: _____ | Relationship to Child _____
Home Phone: _____ |
| 6. Name _____
Cell Phone: _____ | Relationship to Child _____
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 _____
Cell Phone: _____ | Relationship to Child _____ (not mom & dad)
Home Phone: _____ |
| 2. Name _____
Cell Phone: _____ | Relationship to Child _____ (not mom & dad)
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: _____

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 ~ 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 1st OF EACH MONTH regardless of what day that falls on. Families are responsible for paying tuition on or before the 1st of each month.
 - 1-Day Classes - \$120/month (\$1,080/year)
 - 2-Day Classes - \$215/month (\$1,935/year)
 - 3-Day Classes - \$270/month (\$2,430/year)
 - 4-Day Classes - \$330/month (\$2,970/year)
- **Receipts** - Available upon request. Please contact Jennifer Hirt (jennifer@wepc.org).
- **Inclement Weather Closings** - Tuition discounts are not given when school is missed.

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 1st of each month. Make checks payable to WEPC Preschool & put "preschool tuition" & your child's name in the memo line.
- **Online** – wepc.org/preschool (click the orange "Pay Tuition/Fees" button)

Penalty Fees

- **Late Tuition Fee** - \$20 if tuition not received by 7th of each month (charged on next month's invoice)
- **Late Pick-Up Fee** – If you arrive late to pick up your child and the car line is done, you will be charged \$5 for each 10-minute increment (charged on next month's invoice)
 - Toddlers & 2s - \$5 if picked up between 11:50-12:00, \$10 if picked up between 12:01-12:10, etc.
 - 3s & 4s – \$5 if picked up between 12:05-12:15, \$10 if picked up between 12:15-12:25, etc.
- **Returned Check Fee** - \$25 (charged on next 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 7th 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

~ **Proof of Identity & School Entrance Health Form** ~ **Due By August 15, 2023**

Proof of Identity

****Only New Students****

The VA Department of Social Services requires that all children enrolling in a child day program provide proof of their identity and age. Please turn in one of the following documents with your Enrollment Packet or by August 15 (new students only).

- Child's birth certificate
- Notification of birth (from the hospital, attending physician or midwife)
- Birth registration card
- Passport

You may choose from the following options:

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

School Entrance Health Form

****All Students****

Directions:

- Due each year.
- Your child's pediatrician has this form and can fill it out based on a check-up during 2023.
- If your child's birthday is between August 15 and December 31, you can turn in a School Entrance Health Form dated between August 15, 2022 and December 31, 2022. You must then turn in an updated School Entrance Health Form by 1 year from the date on your 2022 health form.

Proof of Identity & School Entrance Health Form Due August 15