

# WEPC Community Preschool Enrollment Packet

~ 2026-2027 School Year ~

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## Enrollment Requirements

1. Completed Enrollment Packet
2. Enrollment Fee
  - New Family: \$125 (+ \$50 per additional child)
  - Returning Family: \$50 per child
3. 2026 School Entrance Health Form (all students - due by August 10)
4. Proof of Identity (new students only - due by August 10)

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The WEPC Community Preschool admits students of any race, color, and national or ethnic origin.

# WEPC Community Preschool Enrollment Packet

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## ~ Child Information ~

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

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

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

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

Age Sept. 30, 2026: \_\_\_\_ years, \_\_\_\_ months

Siblings (names &amp; ages): \_\_\_\_\_

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

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

Does child speak English? \_\_\_\_\_ Does child understand English? \_\_\_\_\_ Native Language: \_\_\_\_\_

Has your child been to preschool/daycare in the past? \_\_\_\_\_ If yes, where &amp; when? \_\_\_\_\_

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:

<input type="checkbox"/> Vision	<input type="checkbox"/> Emotional Development
<input type="checkbox"/> Hearing	<input type="checkbox"/> Behavior
<input type="checkbox"/> Speech	<input type="checkbox"/> Nutrition/Eating
<input type="checkbox"/> Developmental	<input type="checkbox"/> Other Health Concerns
<input type="checkbox"/> Physical Development	

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

## ~ Parent Information ~

### Mother's Info:

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

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

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

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

Do you speak English? \_\_\_\_\_ Native Language: \_\_\_\_\_

Country of origin: \_\_\_\_\_

### Father's Info:

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

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

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

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

Do you speak English? \_\_\_\_\_ Native Language: \_\_\_\_\_

Country of origin: \_\_\_\_\_

Does your family attend church? \_\_\_\_\_ If so, which one? \_\_\_\_\_

How did you hear about our preschool? \_\_\_\_\_

### **Which Parent Should Receive Tuition Invoices** (our bookkeeping system can only store one email address)

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

## ~ Class Offerings Enrollment ~

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

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

### **Toddlers**

*16-23 months by September 30, 2026, Must have dropped morning nap or be content skipping it for preschool*

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

- M or W, 9:00-11:45, \$145/month (\$1,305/year)

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

- M/W, 9:00-11:45, \$250/month (\$2,250/year)

### **2 Year Olds**

*Must be 2 by September 30, 2026*

*Class ends at 11:45 at beginning of year. This is extended to 12:00 when staff feel the class is ready.*

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

- W/F, 9:00-12:00, \$250/month (\$2,250/year)

\_\_\_\_ 3-Day Class

- M/W/F, 9:00-12:00, \$315/month (\$2,835/year)

### **3 Year Olds**

*Must be 3 by September 30, 2026 & Potty Trained*

\_\_\_\_ 3-Day Class

- M/W/F, 9:00-12:00, \$315/month (\$2,835/year)

*See below for additional day options.*

### **4/5 Year Olds**

*Must be 4 by September 30, 2026 & Potty Trained*

\_\_\_\_ 3-Day Class

- M/W/F, 9:00-12:00, \$315/month (\$2,835/year)

*See below for additional day options.*

### **3-5 Year Olds**

**Want 4 or 5 Days? Children in our 3-day 3 & 4/5 year old classes can add on a 4<sup>th</sup> and/or 5<sup>th</sup> day.**

\_\_\_\_ 4-Day Add On Class

- T, 9:00-12:00, +\$65/month (4-Day Total \$3,420/year)

\_\_\_\_ 5-Day Add On Class

- T/Th, 9:00-12:00, +\$150/month (5-Day Total \$4,185/year)

## ~ 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 age appropriate child safety seat for my child when coming to & 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).

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Parent/Guardian's Signature

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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: \_\_\_\_\_

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## ~ 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: \_\_\_\_\_

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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

## ~ 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 Class - \$145/month (\$1,305/year)
  - 2-Day Class - \$250/month (\$2,250/year)
  - 3-Day Class - \$315/month (\$2,835/year)
  - 4-Day Class - \$380/month (\$3,240/year)
  - 5-Day Class - \$465/month (\$4,185/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 1<sup>st</sup> of each month. Make checks payable to WEPC Preschool & put "preschool tuition" & your child's name in the memo line.
- **Online** – [wepc.org/preschool](http://wepc.org/preschool) (click the orange "Pay Tuition/Fees" button)

### Penalty Fees

- **Late Tuition Fee** - \$20 if tuition not received by 7<sup>th</sup> 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 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).

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Parent/Guardian's Signature

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Date

**~ Proof of Identity & School Entrance Health Form~**  
**Due By August 10, 2026**

**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 10 (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 2026.
- If your child's birthday is between August 10 and December 31, you can turn in a School Entrance Health Form dated between August 10, 2025 and December 31, 2025. You must then turn in an updated 2026 School Entrance Health Form by 1 year from the date on your 2025 health form.

**Proof of Identity & School Entrance Health Form Due August 10**