

WEPC Community Preschool Enrollment Packet

~ 2026-2027 School Year ~

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

~ Child Information ~

Full Name: _____ **Preferred name:** _____

Gender: _____ **Birthday:** month____, day____, year____ **Age Sept. 30, 2026:** ____years, ____months

Siblings (names & 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 & 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 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	_____ Emotional Development
_____ Hearing	_____ Behavior
_____ Speech	_____ Nutrition/Eating
_____ Developmental	_____ Other Health Concerns
_____ Physical Development	

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

~ Parent Information ~

Mother's Info:

Name: _____

Email: _____

Do you speak English? _____ Native Language: _____

Occupation: _____

Cell: _____

Country of origin: _____

Father's Info:

Name: _____

Email: _____

Do you speak English? _____ Native Language: _____

Occupation: _____

Cell: _____

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 4th and/or 5th 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).

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

~ 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 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 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

~ **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