



Preschool Enrollment Packet

~ 2021-2022 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

9008 Quioccasin Road • Richmond, VA 23229

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

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 12: Enrollment Packet Due For Returning Students & Siblings
- August 12: School Entrance Health Form Due

Enrollment Requirements

1. Enrollment Packet
2. School Entrance Health Form (due by August 12)
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: _____

Birthday: month _____, day _____, year _____

Gender: _____

Age Sept. 30, 2021: 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	_____ Emotional Development
_____ Hearing	_____ Behavior
_____ Speech	_____ Nutrition/Eating
_____ Developmental	_____ Other Health Concerns
_____ Physical Development	

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

- 15-23 months by September 30, 2021 (Age requirement may be flexible)
- Wednesdays, 9:00-11:45, \$65/month (\$585/year)
- Parents are required to help in the class approximately once every 2 months (depending on class size)

Tentatively enrolling for this class. Final decision made this summer based on Covid-19 school requirements for fall of 2021.

Two Year Old Class

_____ 1-Day Twos Class

- 2 by September 30, 2021
- Mondays, 9:00-11:45, \$95/month (\$855/year)

_____ 2-Day Twos Class

- 2 by September 30, 2021
- Wednesdays & Fridays, 9:00-11:45, \$190/month (\$1,710/year)

_____ 3-Day Twos Class

- 2 by September 30, 2021
- Mondays, Wednesdays & Fridays, 9:00-11:45, \$245/month (\$2,205/year)

Three Year Old Classes (children must be potty trained)

_____ 2-Day Three Year Old Class

- 3 by September 30, 2021
- Wednesdays & Fridays, 9:00-12:00, \$190/month (\$1,710/year)

_____ 3-Day Three Year Old Class

- 3 by September 30, 2021
- Mondays, Wednesdays & Fridays, 9:00-12:00, \$245/month (\$2,205/year)

Possible 4th Day Option – See Below

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, 2021
- Mondays, Wednesdays & Fridays, 9:00-12:00, \$245/month (\$2,205/year)

Possible Three-Five Year Old Add-On Enrichment Class (making this a 4th day)

_____ Three-Five Year Old Add-On Enrichment Class

- 3 by September 30, 2021
- For children already enrolled in 3-day class
- Thursdays, 9:00-12:00, \$50/month (\$450/year)

Currently gauging interest for this add-on class. Final decision made this summer based on enrollment & Covid-19 restrictions.

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: _____

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.
 - Toddler Class - \$65/month (\$585/year)
 - 1-Day Classes - \$95/month (\$855/year)
 - 2-Day Classes - \$190/month (\$1,710/year)
 - 3-Day Classes - \$245/month (\$2,205/year)
 - 4th Day Add-On Class - \$50/month (\$450/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 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

- \$20 late fee if tuition not received by 7th 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 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
Directory & Picture Permission

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: _____

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 12, 2021

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 12, 2021.

Your pediatrician can fill out these forms based on your child's last check up if he/she has had one since January 1, 2021. If your child has not had a check up since January 1, 2021 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 13 and December 31, you can turn in a School Entrance Health Form from a well check up that was between August 13, 2020 and December 31, 2020. However, you **MUST** turn in an updated School Entrance Health Form by 1 year from the date on your 2020 health form.

Most pediatricians have these forms in their offices as well.

School Entrance Health Form Due August 12, 2021.