



## Washington Street United Methodist Church Preschool

109 South Washington Street Alexandria, Virginia 22314

Tel. (703)549-7931 [www.wsumc.com](http://www.wsumc.com)

*Learning to Live Lovingly*

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### 2017-2018 Admission Policy

**Prospective Families** are asked to attend the Open House for Prospective Families event on Friday, January 13, 2017. If completing application after this event, please contact Washington Street United Methodist Church Preschool for a tour prior to or in conjunction with submitting an Enrollment Application.

#### Application Process:

**New Families:** Enrollment Applications may be submitted through January 18, 2017 for consideration *during the initial placement period*. Following January 18, applications are welcome throughout the year and children will be placed in a class if space is available, or on the wait-list if necessary.

**WSUMCP Current Students and their Siblings:** Enrollment applications may be submitted through Friday, January 6, 2017.

Admission is offered on a space-available basis. We grant priority in admissions, in the following order, to Current Students and WSUM Church Members, Siblings of Current Students, Children of Staff, Siblings of Alumni Students (Students who *completed* the 4's/5's Program), Community at Large.

#### Acceptance Policy:

Letters of acceptance and wait-list placement letters will be mailed on the following dates:

**Current Families (includes new sibling children):** Monday, January 9, 2017.

**New Families:** Monday, February 1, 2017, when submitted by January 18, 2017.

For Enrollment Applications received after January 18: Acceptance or wait-list placement letters will be mailed within 2 weeks of receipt of application.

#### Tuition Policy:

Upon acceptance to Washington Street UMC Preschool, the Annual Supply Fee and the Advanced Payment for June 2018 Tuition are due immediately. Also due upon acceptance is a one-time, per family, Facility Maintenance fee of \$135.00. Enrollment decision along with payment is required, within 2 weeks of receipt of acceptance notice. In the event that the student is withdrawn by April 7, 2017, the Advanced Payment for June 2018 will be refunded. However, the Annual Supply Fee and the Facility Maintenance Fee are NON-REFUNDABLE. Refunds of Advanced June 2018 Tuition WILL NOT BE ISSUED after April 7, 2017, with the exception of documented U.S. Armed Forces Orders, or a physician's documentation of poor health.

#### Class Placement:

Applicants must meet the minimum age requirements for the class for which they are applying. All children, with the exception of students in the Tuesday/Thursday Class, must be toilet trained in order to attend. Placement in each class is done in collaboration with director, teaching staff and parents of applicants as needed and based on the anticipated year which the child enters Kindergarten.

The **Tuesday/Thursday Bumblebees Class** is comprised of children who are 2 years and 6 months old to 3 years of age. Applicants must be at least 2 years and 6 months old by September 30, 2017. Students may matriculate to Monday/Wednesday/Friday Bumblebees or Monday through Friday Frogs Class.

The **Monday/Wednesday/Friday Bumblebees Class** is comprised of children who are 3 years old to 3 years and 9 months of age. Applicants must be at least 3 years old by September 30, 2017. Children may matriculate to either Frogs or Owls Class.

The **Monday-Friday Frogs Class** is comprised of children who are at least 3 years and 9 months old to 4 years and 6 months of age. Applicants must be at least 3 years and 9 months old by September 30, 2017. Children matriculate to Kindergarten or to Owls Class. Admission priority is given to children who are 4 years of age by September 30.

The **Tuesday-Friday Frogs/Froglet** Class is the same class/program as the Monday-Friday Frogs Class but it is offered as a FOUR day option for families who desire a shorter preschool week. Froglet families have the option to switch to a FIVE day Frogs option at any time during the school year. ***There are limited opening in the 4 Day Class Option.***

The **Monday-Friday Owls Class** is comprised of children who are 4 years and 6 months of age to 5 years of age. Applicants must be at least 4 years and 6 months old by September 30, 2017. Children matriculate to Kindergarten.

The **Tuesday-Friday Owls/Owlet** Class is the same class/program as the Monday-Friday Owls Class but it is offered as a FOUR day option for families who desire a shorter preschool week. Owlet families have the option to switch to a FIVE day Owls option at any time during the school year. ***There are limited openings in the 4 Day Class Option.***

### **Proof of Identity**

In compliance with Virginia Law, any person enrolling a child in our preschool program must provide proof of that child's identity and age upon acceptance. According to compliance with *section 63.1-196.00*, proof of identity includes a certified copy of the child's birth certificate or his/her passport. Proof of identity must be presented to the preschool along with the return of completed Enrollment Documents.

**Washington Street UMC Preschool is committed to meeting the needs of each enrolled child, and as such welcomes applications of children who require financial assistance, and those with special needs such as children with minor disabilities/developmental delays, and minor medical conditions. Our staff receives ongoing education and support to help us better address the needs of all children enrolled in our preschool. To discern whether WSUMCP might be an appropriate placement for your child with special needs, please schedule a meeting with the Director to discuss your specific situation when applying for enrollment. Enrollment of children with medical or special needs will be considered on a case-by-case basis to assure proper placement, *before* admission to the Washington Street UMC Preschool. In order to provide the best possible preschool experience for each student, accommodations for children with special needs will be made in consultation with the family and any appropriate medical and/or educational intervention personnel working with the child.**

**A NON-REFUNDABLE \$65.00 Application Fee must be submitted with ALL applications.**



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**2017-2018 Enrollment Application**

Please *Print* & Complete Entire Application

Today's Date: \_\_\_\_\_ Child's Full Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Gender: \_\_\_ M \_\_\_ F Child's Date of Birth: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Member of WSUM Church? \_\_\_\_\_ Sibling Applying? \_\_\_\_\_ First Time Applying? \_\_\_\_\_

Do you have a Church Family? If so, where? \_\_\_\_\_

Age of Child on 9/30/2017: \_\_\_\_\_ Years and \_\_\_\_\_ Months

Anticipated Kindergarten Entrance Date: September \_\_\_\_\_ 2018 \_\_\_\_\_ 2019 \_\_\_\_\_ 2020 \_\_\_\_\_ 2021

**Please refer to the Class Placement Outline in our Admission Policy and indicate class for which you are applying. Please note, ALL students must be fully toilet trained by September 30, 2017, unless applying for Tuesday/Thursday Bumblebees Class.**

\_\_\_\_\_ Tuesday/Thursday Bumblebees: Must 2 ½ to 3 years of age by 9/30/2017

\_\_\_\_\_ Monday/Wednesday/Friday Bumblebees: Must be 3 to 3 ¾ years of age by 9/30/2017

\_\_\_\_\_ Monday-Friday Frogs: Must be 3 ¾ to 4 ½ years of age by 9/30/2017

\_\_\_\_\_ Tuesday- Friday Froglet (*Limited Openings*) Must be 3 ¾ to 4 ½ years of age by 9/30/2017

\_\_\_\_\_ Monday-Friday Owls: Must be 4 ½ to 5 years of age by 9/30/2017

\_\_\_\_\_ Tuesday- Friday Owlet: (*Limited Openings*) Must be 4 ½ to 5 years of age by 9/30/2017

Is applicant a sibling of a WSUMCP Alumni? Please include the last class alumni completed.

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How did you learn about Washington Street UMC Preschool? \_\_\_\_\_

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What are your goals for your child during the coming school year and how do you feel that Washington Street UMC Preschool will meet these goals for your child?

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Has the applicant ever attended preschool? If yes, where? \_\_\_\_\_

Please circle one of the following if applicable:

My child (currently has) (previously had) (has pending)

An Individualized Education Program (IEP) or a service plan.

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Washington Street United Methodist Church Preschool admits children of all racial, national, socio-economic, cultural, and religious backgrounds. Cultural and religious traditions at holidays are incorporated into the program with the Christian traditions being emphasized. Washington Street UMC Preschool is committed to meeting the needs of each enrolled child, and as such welcomes applications of children who require financial assistance, and those with special needs such as children with minor disabilities/developmental delays, and minor medical conditions. To discern whether WSUMCP might be an appropriate placement for your child with special needs, please schedule a meeting with the Director to discuss your specific situation when applying for enrollment. Enrollment of children with special needs will be considered on a case-by-case basis to assure proper placement, *before* admission to the Washington Street UMC Preschool. In order to provide the best possible preschool experience for each student, accommodations for children with special needs will be made in consultation with the family and any appropriate medical and/or educational intervention personnel working with the child.

I hereby certify that the information supplied by me in the above application is true and correct. I have read and understand the Application Process and Admission Policies and agree to provide Washington Street United Methodist Church Preschool with the appropriate documents and fees prior to my child's attendance at WSUMC Preschool in a timely manner. In compliance with state law, any person enrolling a child in our preschool program must provide proof of that child's identity and age upon acceptance.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A NON-REFUNDABLE \$65.00 APPLICATION FEE MUST BE SUBMITTED WITH THIS FORM.**

**PLEASE MAKE CHECKS PAYABLE TO WSUMC PRESCHOOL**