

Washington Street UMC Preschool

Learning to Live Loving

109 South Washington Street, Alexandria, Virginia 22314 (703)549-7931 www.wsumc.com/preschool

2024-2025 Admission Process & Policies

Application Process

New Families:

Enrollment applications may be submitted through **February 23, 2024** for consideration during our initial placement period. Following this period, applications are welcome and children will be placed in a class if space is available. Priority will be given to early applicants.

Current WSUMCP Students & Siblings:

Enrollment applications may be submitted through **January 8, 2024**. There will be a \$50 non-refundable re-enrollment fee.

A NON-REFUNDABLE \$80 Application Fee must be submitted with ALL new student applications. Applications received by December 15th will receive a discount on their application fee of \$15.

* Admission is offered on a space-available basis. Priority is given in the following order: current students and Washington Street Church members, siblings of current students and children of staff, siblings of alumni students and the community-at-large

Acceptance Policy

During our initial placement period new families will receive a letter of acceptance or wait list via email on **Friday, March 1, 2024**. Families will have until **Friday, March 8, 2024** to notify WSUMCP if they are accepting the offer of admission and to pay their deposits to hold their spot. After this initial placement period families will be placed as space is available and the Director will email families within two business days of application to offer acceptance or wait list.

Tuition Policy

Upon acceptance to WSUMCP, the Annual Supply Fee and the Advanced Payment for June 2025 Tuition are due. For new families, also due upon acceptance is a one-time, per family, Facility Maintenance Fee of \$150.00. During the initial placement period enrollment decisions along with payment is required by **Friday, March 8, 2024**. In the event that the student is withdrawn by April 30, 2024, the June 2025 Advanced Tuition Payment will be refunded. However, the Annual Supply Fee and the Facility Maintenance Fee are NON-REFUNDABLE. Requests for refunds of the June 2025 Advanced Tuition WILL NOT BE ISSUED after April 30, 2024, 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 3 years of age and older must be toilet trained in order to attend. Placement in each class is done in collaboration with the Director, teaching staff, and parents of applicants as needed and based on the anticipated year which the child enters Kindergarten.

Two Year Old Students (Must be 2 years old by 9/30/24) have the option of placement in our 2 day 2 year old program (Tuesday/Thursday), our 3 day 2 year old program (Monday, Wednesday, Friday) or our 2 year old 5 day program (Monday-Friday). Students in these programs matriculate to the 3 year old Monday/Wednesday/Friday class or the 3-4 year old 5 day Monday-Friday class.

Three Year Old Students have the option of placement in our 3 day 3-4 year old program (Monday/Wednesday/Friday) or our 3-4 year old 5 day program (Monday-Friday). Students in this class may matriculate to the 5 day Pre-K program.

Four Year Old Students are placed in our 5 day 3-4 year old class (Monday-Friday) which is comprised of children who are 3 years to 4 years of age. Students in this class matriculate to our 5 day Pre-K class or Kindergarten.

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 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.