

Wesley Preschool Registration Form

14 N. 48th Ave., Yakima, WA 98908
(509)966-2370 www.wesleyofyakima.org
denise.ray@wesleyofyakima.org

Date _____

For Office Use

Child enrolled in _____ class
Amount paid \$ _____
Check/Cash receipt # _____
Teacher Request _____
We will honor teacher request as space allows.

Child's Full Name _____ Male Female (please circle)

Nickname or preferred name to be used in class _____

Child's Birthdate MM/DD/YYYY Year your child will enter kindergarten _____

Address _____
Street City Zip

Child lives primarily with _____

Home Phone _____ Email _____

**Your child must be 3 or 4 respectively by August 31 to attend the appropriate class.*

Father

Name _____

Cell Phone _____

Employer _____

Wk. Phone _____

Mother

Name _____

Cell Phone _____

Employer _____

Wk. Phone _____

Medical Concerns (in case of emergency):

Child's Doctor _____ Phone _____

Hospital Preference _____

Chronic Illness _____

Childhood Disease _____

Child's Allergies _____

Action to be taken _____

In an emergency when parents can't be reached (list adults other than parents)

1. _____ Phone _____

2. _____ Phone _____

People authorized to pick child up from school

1. _____ Relationship _____

2. _____ Relationship _____

3. _____ Relationship _____

Person(s) NOT allowed to pick up child from school

1. _____ Relationship _____

2. _____ Relationship _____

About School:

Child's previous childcare/school experience _____

Expectations you have for this school year? _____

Talents, hobbies or professions you are willing to share _____

Would you consider volunteering for a teacher's aide if needed? _____

About Our Home:

Number of children in family _____

Child's siblings:

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

Church affiliation _____ Ethnic background _____

Family pets _____

Child's favorite activities or interests _____

Child's favorite foods _____

How much do you read to your child? _____

Special concerns or home situations we should be aware of _____

About Your Child:

How would you describe your child's personality? _____

What situations tend to upset your child and how do they react? _____

Describe your child's reactions to new places and people? _____

What concerns you most about your child? _____

What tasks does your child need help performing? _____

Is your child potty trained? Yes No If no, please explain _____

Please list anything else you would like us to know about your child: _____

Signature of parent/guardian responsible for child, payment and policies

Date

2017-2018 School Year Parent Contract

Payment Structure:

Wesley Preschool charges an annual tuition. For the convenience of the parents, tuition may be broken down into monthly payments due the **1st of each month**. At the time of registration, a non-refundable registration fee of \$75 required to reserve your child's place in preschool. The first tuition payment is due August 1st. This is a prepayment of the May tuition (final tuition payment) for the school year you are enrolling your student in. This tuition deposit is non-refundable after Oct. 1. It is refundable *before* Oct. 1 **only** if written notification of withdraw is received in the church office.

During the school year, if tuition is not paid by the 10th day of the month, the church office or preschool administrator will contact the parents of the student. If by the 15th of the month the tuition payment has not been brought current, the student's enrollment will be suspended until payment has been received in full. The family may be liable to pay attorney fees if any dispute between church, preschool and student's family requires legal litigation. Further action could turn to the court system in the County of Yakima.

To reserve your child's place in preschool, return the completed and signed registration form and include payment of \$75 (non-refundable registration fee).

<i>Class</i>	<i>Days</i>	<i>Hours</i>	<i>Tuition</i>	<i>Per Month</i>
<input type="checkbox"/> 3 Days-a-Week 3 year old AM*	Mon/Wed/Fri <i>(first day of class Sept. 6th)</i>	2.5 9:00-11:30 am	\$1125	\$125
<input type="checkbox"/> 3 Days-a-Week Pre-K 4 year old AM	Mon/Wed/Fri <i>(first day of class Sept. 6th)</i>	2.5 9:00-11:30 am	\$1125	\$125
<input type="checkbox"/> 5 Days-a-Week 3 & 4 year old AM	Mon/Tues/Wed/Thurs/Fri <i>(first day of class Sept. 5th)</i>	2.5 9:00-11:30 am	\$1800	\$200
<input type="checkbox"/> 3 Days-a-Week Pre-K 4 year old PM*	Mon/Wed/Fri <i>(first day of class Sept. 6th)</i>	2.5 12:30-3:00 pm	\$1125	\$125

**NOTE: If the second session (indicated by asterisk) of any class does not fill, the children may be placed into another class offering.*

I accept our financial responsibility and pledge to pay Wesley UMC Preschool the appropriate fees and tuition for my child(ren).

Parent/Guardian Signature

Child's Name (printed)

Parent/Guardian Name (printed)

Date

Registration

At the time of registration a \$75.00 **non-refundable** registration fee is due. This fee is used for school supplies throughout the year. Payment of this fee, along with the completed registration form, is required to reserve a place for each child in school. If you are registering more than one student, the non-refundable registration fee is due for each child.

Tuition payments

There are nine monthly tuition payments due, August through April, each due on the 1st of the month. The August tuition payment is a deposit of the **last** tuition payment of the school year, the May tuition, and is held in reserve until that month. If the August tuition is not received before August 10th you will lose your registration fee and your child's spot in class.

Withdraws

Students withdrawn **prior** to October 1st will be refunded the prepaid May tuition provided written notification is given to the church office and all other payments are up-to-date. Once the office has received your withdraw notification (and please include your current address) your prepaid May tuition payment will be sent to you in the mail. After October 1st the prepaid May tuition is non-refundable.

In late summer you will receive a letter confirming your registration and the date of parent orientation.

Please sign below as acknowledgement you have read the agreement and are aware of the tuition payment schedule.

Signature of parent

Date

Reminder for the parents....

- Registration fee is non-refundable.
- **First tuition payment is due August 1st. This is the prepayment of May's tuition.**
- If first tuition payment is not paid before August 10th your child's placement in class will be given to the next student interested in enrolling and you will have to start the registration process again, including paying the non-refundable registration fee.
- Prepayment of May tuition (paid in August) is refundable ONLY if written notification to office is given prior to October 1st.
- Tuition is due the first of each month, August through April.
- Parent Orientation will be held Wednesday, August 23 at 6:30 pm. Please mark this on your calendar.

If you have any questions regarding enrollment, please call Denise Ray in the church office (966-2370).

Your class choice:

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Keep this page for your records.