

**For Office Use**

Child enrolled in \_\_\_\_\_ class

Amount paid \$ \_\_\_\_\_

Check/Cash receipt # \_\_\_\_\_

Date \_\_\_\_\_

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 Your 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*

## Registration

At the time of registration an \$85.00 **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 1<sup>st</sup> 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 10<sup>th</sup> you will lose your registration fee and your child's spot in class.

## Withdrawals

If you need to withdraw your students **prior** to October 1<sup>st</sup> the prepaid May tuition will be refunded provided written notification is given to the preschool director and all other payments are up-to-date. Once the office has received your withdrawal notification (and please include your current address) your prepaid May tuition payment will be sent to you in the mail. After October 1<sup>st</sup> the prepaid May tuition is non-refundable.

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

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*Signature of parent*

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*Date*

## 2018-2019 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 **1<sup>st</sup> of each month**. At the time of registration, a non-refundable registration fee of \$85.00 required to reserve your child's place in preschool. The first tuition payment is due August 1<sup>st</sup>. 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 withdrawal is received in the church office.

**During the school year, if tuition is not paid by the 10<sup>th</sup> day of the month, the church office or preschool administrator will contact the parents of the student. If by the 15<sup>th</sup> 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 \$85.00 (non-refundable registration fee).

<i>Class</i>	<i>Days</i>	<i>Hours</i>	<i>Tuition</i>	<i>Per Month</i>
<input type="checkbox"/> <b>2 Days-a-Week 3 year old AM</b>	Tues/Thurs. <i>(first day of class Sept. 4<sup>th</sup>)</i>	2.5 9:00-11:30 am	\$810	\$90
<input type="checkbox"/> <b>3 Days-a-Week 3 year old AM</b>	Mon/Wed/Fri <i>(first day of class Sept. 5<sup>th</sup>)</i>	2.5 9:00-11:30 am	\$1215	\$135
<input type="checkbox"/> <b>3 Days-a-Week Pre-K 4 year old AM</b>	Mon/Wed/Fri <i>(first day of class Sept. 5<sup>th</sup>)</i>	2.5 9:00-11:30 am	\$1215	\$135
<input type="checkbox"/> <b>4 Days-a-Week Pre-K 4 year old AM</b>	Tues/Wed/Thurs/Fri <i>(first day of class Sept. 4<sup>th</sup>)</i>	2.5 9:00-11:30 am	\$1620	\$180
<input type="checkbox"/> <b>5 Days-a-Week Pre-K 4 year old AM</b>	Mon/Tues/Wed/Thurs/Fri <i>(first day of class Sept. 4<sup>th</sup>)</i>	2.5 9:00-11:30 am	\$2025	\$225

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

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## ***Reminder for the parents....***

- ***Parent Orientation will be held Wednesday, August 22 at 6:30 pm. Please mark this on your calendar.***

- ***First Day of Class***

Tues/Thurs, 4 day a week and 5 day a week classes start on Tuesday, Sept. 4.

Mon/Wed/Fri classes start on Wednesday, Sept. 5.

- ***Registration***

At the time of registration an \$85.00 **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.

***Registration fee is non-refundable.***

- ***Tuition payments***

***First tuition payment is due August 1<sup>st</sup>. This is the prepayment of May's tuition.***

***Tuition is due the first of each month, August through April.***

There are nine monthly tuition payments due, August through April, each due on the 1<sup>st</sup> 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 10<sup>th</sup> you will lose your registration fee and your child's spot in class.

August tuition (prepayment of May's tuition) is refundable ONLY if written notification to preschool office is given prior to October 1<sup>st</sup>.

- ***Withdrawals***

If you need to withdraw your students **prior** to October 1<sup>st</sup> the prepaid May tuition will be refunded provided written notification is given to the preschool director

([denise.ray@wesleyoyakima.org](mailto:denise.ray@wesleyoyakima.org)) and all other payments are up-to-date. Once the office has received your withdrawal notification (and please include your current address) your prepaid

May tuition payment will be sent to you in the mail. After October 1<sup>st</sup> the prepaid May tuition is non-refundable.

***Keep this page for your records.***

If you have any questions regarding enrollment, please contact Denise Ray, Preschool Director, either by phone or email; 509-966-2370 or [denise.ray@wesleyofyakima.org](mailto:denise.ray@wesleyofyakima.org). When paying by check, please make the check out to Wesley Preschool.

The mailing address for the August payment is:

Wesley Preschool  
 14 N. 48<sup>th</sup> Ave.  
 Yakima, WA 98908

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