



westminster
weekday
preschool

January 16, 2019

Dear Parents,

In-house registration for our fall program begins now! The Admissions Policies and Procedures and application are attached to this letter. The Policies explain everything you need to know about registration. **The application must be returned no later than noon on Friday, January 25.**

The Board works hard each year, using a variety of tools (including a survey of other preschools), to be sure the tuition and other charged fees are fair and reasonable, and yet allow the preschool to operate with the high standards you have come to expect. Per our agreement with Westminster Presbyterian Church, the preschool does not fundraise, thus our tuition and fees pay for staff salaries, special activities (such as the puppet shows), snacks, developmental screenings, and classroom supplies. A chart for these fees is included in the application, and the fees are also described in the Admissions Policies and Procedures.

Please attach a check to your application that equals the total of the registration fee and activity fee. The first tuition installment is due June 1, 2019 to secure your spot in the school. Please be aware that your signature on the application verifies that you read the entire Admissions Policies and Procedures – to include the specifics on the Refund Policy.

Specific class placement for the 2½s and 3s is completed in late August. Enrollment in the 4-year-old classes is based on parental preference for a 4-day or 5-day program, with a lottery if either class is over-subscribed. (If a child's name is not drawn for the family's first choice, the child's name will be placed on the other 4s class roster, and also will be placed on the wait list for the family's first choice class.)

If you have any questions about this year's registration process, please give me a call.



WESTMINSTER WEEKDAY PRESCHOOL
IN-HOUSE REGISTRATION
ADMISSIONS POLICIES AND PROCEDURES
January 2019



Westminster Weekday Preschool (WWP) accepts children of all racial, ethnic, and religious backgrounds, including children with special needs. As an integral part of the educational ministry and community outreach of Westminster Presbyterian Church, the preschool celebrates traditional Christian holidays while it also welcomes the opportunity to learn about other traditions and holiday celebrations. The preschool strives to provide a rich variety of experiences for our students. By sharing customs and ideas, traditions and meanings, we promote understanding and acceptance of each other.

The preschool emphasizes the importance and uniqueness of each child, and provides an environment in which each child is accepted, nurtured, and encouraged to grow to full potential. The preschool's goals are to establish a model educational program for the children who attend, to emphasize a developmental approach to early childhood education, and to meet the needs of a socially, racially, and economically integrated group of children and parents.

I. OUR PHILOSOPHY

Westminster Weekday Preschool's program is a developmental program that encourages each child to grow socially, emotionally, physically, and cognitively at his or her own pace. Our curriculum is based on an understanding of how children grow and develop, and how they learn and attempt to make sense of the world around them. Our belief is that children acquire this knowledge about their physical and social worlds through play and interaction with other children, adults, and objects.

II. CLASSES OFFERED

WWP offers classes for children at three age levels. All classes meet from 9:00 a.m. to 12 noon.

- 2½-year olds attend Thursday & Friday
- 3-year olds attend Monday through Wednesday
- 4-year olds may attend:
 - a four-day program which meets Tuesday through Friday, or
 - a five-day program which meets Monday through Friday

3- and 4-Year Old Classes:

Children entering the classes for 3-year olds must attain the age of three on or before September 30.

Children entering the classes for 4-year olds must attain the age of four on or before September 30.

2½-Year Old Classes: Per our building and licensing permits, children entering the classes for 2½-year olds may not attend the preschool until the day they turn 2½. In most cases, applicants for the 2½s classes will attain the age of 2½ by September 30; however the director will phase in children who will be turning 2½ by December 31 according to the policies in *Section IV* below.

III. GENERAL ADMISSION PROCEDURES

Admission to WWP is achieved either through in-house registration or open registration. In-house registration applies to the categories listed in *Section IV* below. Open registration applies to all other children.

WWP holds its in-house registration in mid-January for a period of approximately 10-14 days. At the close of in-house registration, the director may enroll non-in-house special needs/scholarship students. The open registration lottery is held within two weeks following the close of in-house registration.

The director has discretion over all class placements.

IV. IN-HOUSE REGISTRATION

In-house registration applies to the following categories of applicants, listed in order of priority:

1. Applicant is a child of a WWP staff member
2. Applicant is currently enrolled in the 2½s or 3s class, or is returning to WWP for an extra year before kindergarten*
3. Applicant is a sibling of a student who fits category #2 above
4. Applicant is a church member**, and is also a sibling of a former WWP student***
5. Applicant is a church member**
6. Applicant is a sibling of a former WWP student***
7. Applicant is a child of a former WWP student

*Current teacher approval is required for students to remain at WWP for an extra year before kindergarten. Students returning for an extra year before kindergarten receive their preferred class choice.

**At least one parent must be a church member as of December 31, 2018.

***Former WWP students include any student exiting the program at the end of the current school year.

At the time of in-house registration, the director sends home an application for all children currently enrolled in the program. The director announces in-house registration in the church newsletter (*The Chronicle*), the weekly church bulletin, the church's weekly email (*E-gram*), and on the church website.

The director accepts in-house applications until NOON on the day of the announced deadline. Upon receipt of the completed application form, and registration and activity fees, the director assigns a sequential number to each application within each appropriate priority category. Applications for twins are assigned one number, and twins maintain one space on the wait list.

The application numbers are used in the event a lottery must be held if a class is over-subscribed. The lottery is conducted by Westminster Presbyterian Church clergy/staff. Applicants are not required to attend the lottery. The director confirms class placement in writing, by phone, or via email at the close of in-house registration.

At all age-levels, siblings are defined as "siblings of current or former WWP students," not as "siblings of specific classrooms." Siblings are not guaranteed placement in a particular classroom.

Staff members' children receive priority registration in any class and are not subject to the lottery.

4-Year Olds: Parents of 4-year olds should indicate if they have a preference for either the 4-day or 5-day class on the application form. In some cases parents and teachers may decide that a child may benefit from an extra year in preschool before kindergarten. Current teacher approval is required for students to remain at WWP for an extra year before kindergarten. Children staying for an extra year are guaranteed a spot in the class of their parents' choice and are not part of the lottery drawing if their class of choice is over-subscribed. All other in-house applicants are placed in their classes of choice after these returning students.

In the case that either of the classes is over-subscribed, applications for that particular class will be randomly drawn from the applicant pools in each priority category. Applicants who do not receive their first choice are assigned to their second choice, and placed on the wait list, in drawn-order, for their first choice.

3-Year Olds: If the 3s classes are over-subscribed, applications are randomly drawn from the applicant pools in each priority category. Once the available class spaces are filled, the remaining applicants are placed on a wait list in the order in which their names are drawn. Specific class assignments are made in August.

2½-Year Olds: Per our building and licensing permits, children may not attend the preschool until the day they turn 2½. If a child is not old enough to start school on the first day in September, the first tuition installment (paid in June), full tuition for all months prior to attendance, and all other applicable fees must be paid to hold the child's place in the class. If a child turns 2½ during the Christmas holiday, the child will begin school the first day school is open in January. Specific class assignments are made in August.

There are 20 spots between the two 2½s classes. Typically, 8-12 of these spots go to in-house families. In the unlikely event the 2½s classes are over-subscribed with in-house families, registration will be done in the following manner:

1. Applications are randomly drawn from the applicant pools in each in-house priority category. Any children who do not receive a spot in the class will be placed on the wait list in the order in which their names are drawn.
2. If a spot is offered to a child on the wait list who is not old enough to start school on the first day in September, the first tuition installment (paid in June), full tuition for all months prior to attendance, and all other applicable fees must be paid for the child to receive a spot in the class. If the family does not choose to pay these fees, the child will remain on the wait list, but the spot will be offered to the next child on the wait list.

All in-house 2½s families, regardless of birth date, fall before any open registrants on the wait list.

V. WAIT LIST POLICIES

In general, vacancies for the current school year are not filled after the month of January. Exceptions are at the Board and director's discretion.

4-Year Olds: The director maintains a separate wait list for each 4-year old class. The director uses the wait lists to fill vacancies that occur before or during the school year. The wait lists are not carried into the registration period for the following school year.

3-Year Olds: The director maintains one wait list for the two 3-year old classes. The director uses the wait list to fill vacancies that occur before or during the school year. The wait list is not carried into the registration period for the following school year.

If an in-house family is placed on the wait list for the 3s program, the check for the registration and activity fees is not cashed until the child has been accepted into the program.

2½-Year Olds: The director maintains one wait list for the two 2½-year old classes. The director uses the wait list to fill vacancies that occur before or during the school year. The wait list is not carried into the registration period for the following school year.

If an in-house family is placed on the wait list for the 2½s program, the check for the registration and activity fees is not cashed until the child has been accepted into the program.

VI. FEES

Prior to registration, the preschool’s Board of Directors determines the following fees for the next school year. Any adjustments to fees for mid-term enrollment are at the Board and director’s discretion.

Application Fee: In-house applicants do not pay an application fee.

Registration Fee: The registration fee is charged for all children who have been accepted into the program. It is used by the preschool to help cover the administrative costs associated with the full enrollment process. This fee is due with the application and is non-refundable.

At the director’s discretion, this fee may be deferred while kindergarten readiness is determined for students who are eligible to move on to kindergarten but may benefit from an additional year of preschool. In this situation, parents would not pay this non-refundable fee until it has been determined that the child will be enrolled in Westminster for an additional year of preschool.

Activity Fee: Per our agreement with Westminster Presbyterian Church, the preschool does not fundraise, thus an activity fee is charged for all children accepted into the program. This fee is used for: the Hartford Insurance group accident insurance policy the preschool carries on all students; vision screening; developmental screenings of the 4-year olds; preschool-provided snack food; classroom supplies; and other all-school special events or activities. This fee is due with the application and is non-refundable after June 1.

First Tuition Installment: The first tuition installment (1/10 annual tuition) is due June 1, and is charged for all children enrolled for the upcoming year. Failure to pay the first tuition installment by June 1 results in forfeiture of class placement. The first tuition installment is non-refundable.

Tuition: Annual tuition may be paid in one full payment or in 10 equal installments. Tuition installments are due according to the following schedule:

June 1 st	1 st tuition installment for the upcoming school year is due for those enrolled
1 st day of school in Sept.	2 nd tuition installment is due
Oct. 1 st – May 1 st	3 rd through 10 th tuition installments are due the 1 st of each month

Late Fees: The preschool will notify parents in writing of late fees assessed for tuition not paid by the tenth day of the month, or for parents/caregivers who pick up their children after 12:05 p.m. At the beginning of each school year, the preschool provides the amounts of the late fees to all families as part of the *Parents’ Handbook*.

Refund Policy: WWP’s financial obligations, including annual salary contracts, are set by using best estimates of enrollment based on registration commitments. For this reason, the preschool must strictly adhere to the following refund policies to minimize any financial losses the preschool may incur when a student withdraws.

- The registration fee is non-refundable.
- If the director receives written notification of withdrawal of the child by June 1, the preschool will refund the activity fee.
- The first tuition installment is non-refundable.

- Once the school year begins, the current month's tuition installment must be paid for the child to attend school, even if the child must withdraw before the end of the month. Any previously paid tuition installments are non-refundable.
- The preschool does not refund tuition for student absences, or for periods when inclement weather, natural disasters, or other emergencies close the school.

VII. SEPARATION POLICY

In the unlikely event a parent is required to withdraw a child from the preschool, causes for separation could include:

- non-payment of tuition and/or lack of adherence to the preschool's tuition payment policies; or
- lack of cooperation from parents with the preschool's efforts to resolve differences and/or to meet the child's needs through conferences, other parent-staff meetings, or additional staffing.

Generally, "additional staffing" is met by the preschool's Inclusive Classroom Assistants serving as third staff members in classrooms. However, if a student requires a long-term one-on-one "shadow," the student's family is required to pay for the cost of this additional WWP-provided staff member. The family also has the option to provide a private one-on-one shadow.

- a conclusion by the Board of Directors, after parents have had an opportunity to discuss the matter with the Board, that continued enrollment is not in the best interests of the preschool or that the child's needs can be better met by another program

Separation decisions are made by the Board of Directors.



**WESTMINSTER WEEKDAY PRESCHOOL
IN-HOUSE APPLICATION FORM
SCHOOL YEAR 2019-2020**



Child's Name _____
(Please print)

Returning Child's Current Class _____
(if applicable)

Birthday _____

Boy _____ Girl _____

Parent's Name _____

Parent's Name _____

Parent's Address _____

Parent's Address _____

Phone _____

Phone _____

E-mail _____

E-mail _____

Please indicate applicant's in-house status.
(Starting at the top, check the first one that applies. Please check only one.)

- _____ 1. Applicant is a child of a WWP staff member
- _____ 2. Applicant is currently enrolled in the 2½s or 3s class, or is returning to WWP for an extra year before kindergarten*
- _____ 3. Applicant is a sibling of a student who fits category #2 above
- _____ 4. Applicant is a church member**, and is also a sibling of a former WWP student***
- _____ 5. Applicant is a church member**
- _____ 6. Applicant is a sibling of a former WWP student***
- _____ 7. Applicant is a child of a former WWP student

*Current teacher approval is required for students to remain at WWP for an extra year before kindergarten. Students returning for an extra year before kindergarten receive their preferred class choice.

**At least one parent must be a church member as of December 31, 2018.

***Former WWP students include any student exiting the program at the end of the current school year.

Please check preferred class. All classes meet from 9 a.m. until 12 noon.
The director has discretion over all class placements.

- | | | |
|-------------------------|-------------|--|
| _____ Five-day-4s class | (Mon-Fri) | (Must be 4 by September 30, 2019) |
| _____ Four-day-4s class | (Tues-Fri) | (Must be 4 by September 30, 2019) |
| _____ 3s class | (Mon-Wed) | (Must be 3 by September 30, 2019) |
| _____ 2½s class | (Thurs-Fri) | (2½ by September 30, 2019)* |
| _____ 2½s class | (Thurs-Fri) | (2½ between October 1 and December 31, 2019)** |

*Per our building and licensing permits, children entering the classes for 2½-year olds may not attend the preschool until the day they turn 2½. The first tuition installment, full tuition for September, and all other applicable fees must be paid to hold the child's place in the class.

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(over)

