



westminster  
weekday  
preschool

January 11, 2019

Dear Parents,

Thank you for your interest in Westminster Weekday Preschool. We hope to see you at our Open Houses on January 15 or 17 from 9:30-11:30 a.m. Tours are also available on 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays and 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. Applications are available at an Open House, in the preschool office, or on the preschool's page on the Westminster Presbyterian Church website.

If you choose to apply, please return the attached application form, with the \$50 application fee, **no later than noon on Tuesday, January 29.** Checks may be made out to WWP. It is preferred that applications be returned in person or mailed to the preschool. If applications are emailed, please confirm receipt of the application. The application fee payment must be received for an application to be included in the lottery.

Applicants must indicate on the application form if they would like to be placed on the preschool's wait list if not offered a space in the school. If choosing to be placed on the wait list, the \$50 application fee is non-refundable. If the applicant does not choose placement on the preschool's wait list, the applicant's check is returned by mail or is shredded with the applicant's permission.

The lottery for open spaces takes place at noon on January 29. Families being offered a spot in the preschool will receive a phone call or email on January 31. (This announcement is in coordination with other local preschools.) Initial notification of lottery wait list results is emailed on January 31, however, it most likely will be two weeks after the lottery until families have made their choices among preschool offers and wait list results are finalized. **The registration and activity fees are due within three business days of notification of a space in the school in order to secure that space.**

Enrollment in the 4-year-old classes is based on parental preference for a 4-day or 5-day program. Both of the 4-year-old classes are specifically designed to develop pre-kindergarten skills so the children are ready for kindergarten when they leave Westminster. Specific class placement for the 2½s and 3s classes occurs in late August.

The attached Admissions Policies & Procedures provide details about the admissions process. When you sign the application you are indicating you have read these policies. Please pay special attention to the Refund Policy in case you move or need to withdraw from Westminster after June 1. If you have any questions, you are welcome to call me at 703-549-5267, or email me at [preschooldirector@wpc-alex.org](mailto:preschooldirector@wpc-alex.org).

Sincerely,

  
Carolyn Burke  
Director



**WESTMINSTER WEEKDAY PRESCHOOL**  
**OPEN 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 staff members' children, currently enrolled students, siblings of returning or former students, children

of former students, and church members' children (at least one parent must be a church member as of December 31, 2018). 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. Open registration lottery results are announced on a pre-determined date in coordination with other local preschools.

The director has discretion over all class placements.

#### **IV. OPEN REGISTRATION**

Open registration applicants may obtain an application packet at an Open House, in the preschool office, or on the preschool's page on the Westminster Presbyterian Church website. It is preferred that applications be returned in person or mailed to the preschool. If applications are emailed, please confirm receipt of the application. The application fee payment must be received for an application to be included in the lottery. The director accepts open registration applications until NOON on the day of the announced deadline.

Upon receipt of the completed application form and application fee, the director assigns a sequential number to the application, and places it in an applicant pool for each class. Applications for twins are assigned one number, and twins maintain one space on the wait list.

At NOON on the day of the announced deadline, numbers are randomly drawn from each age-level applicant pool, and children are assigned to any openings in each class. The director maintains a wait list for applicants not assigned to a class, according to the order in which the numbers are drawn. Families being offered a spot in the preschool will receive a phone call and/or email on the lottery announcement date. *Initial* lottery wait list results will also be emailed on the lottery announcement date. However, it most likely will be two weeks after the lottery until families have made their choices among preschool offers and wait list results are finalized.

The lottery is conducted by Westminster Presbyterian Church clergy/staff. Applicants are not required to attend the lottery.

Applicants must indicate on the application form if they would like to be placed on the preschool's wait list if not offered a space in the school. If choosing to be placed on the wait list, the \$50 application fee is non-refundable. If the applicant does not choose placement on the preschool's wait list, the applicant's check is returned by mail, or is shredded with the applicant's permission.

Any additional open registration applications received throughout the year (after the open registration lottery) are added to the end of the wait list in the order received.

**Specific Registration Procedures for the 2½s Classes:** 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. Registration is done in the following manner:

1. Numbers are randomly drawn from the applicant pool and children are assigned to any openings in the 2½s classes. 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* 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 be placed on the bottom of any current wait list, and the spot will be offered to the next child whose name was drawn.
3. *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.

## **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.

**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.

## **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:** The application fee is used to help cover the administrative costs of the application process, and is non-refundable if the student is enrolled in the preschool or placed on a class wait list.

Open registration applicants must indicate on the application form if they would like to be placed on the preschool's wait list if not offered a space in the school. If choosing to be placed on the wait list, the \$50 application fee is non-refundable. If the applicant does not choose placement on the preschool's wait list, the applicant's check is returned by mail, or is shredded with the applicant's permission

**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. The registration fee is due within three business days of being offered a place in a class or class placement is forfeited. This fee is non-refundable.

**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. The activity fee is due within three business days of being offered a place in a class or class placement is forfeited. This fee 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 <sup>st</sup>	1 <sup>st</sup> tuition installment for the upcoming school year is due for those enrolled
1 <sup>st</sup> day of school in Sept.	2 <sup>nd</sup> tuition installment is due
Oct. 1 <sup>st</sup> – May 1 <sup>st</sup>	3 <sup>rd</sup> through 10 <sup>th</sup> tuition installments are due the 1 <sup>st</sup> 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 application and registration fees are 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  
OPEN REGISTRATION APPLICATION FORM  
SCHOOL YEAR 2019-2020**



Child's Name \_\_\_\_\_ (Please print)

Birth day \_\_\_\_\_ Boy \_\_\_\_\_ Girl \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

Parent's Address \_\_\_\_\_ Parent's Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

\*\*\*\*\*

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.

\*\*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 all months prior to attendance, and all other applicable fees must be paid to hold the child's place in the class.

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**Westminster Weekday Preschool's Wait List Option**

Westminster retains wait lists for each age level throughout the school year. The wait lists are used before or during the school year if an enrolled student withdraws from Westminster, and the director decides to fill the slot in the classroom. The wait lists are not carried into the registration period for the following school year.

In order to best meet your wishes regarding the wait list option, please indicate your wait list choice below:

- \_\_\_\_\_ Please place my child on the wait list if my child is not offered a place at Westminster. I understand the \$50 application fee to keep my child on the wait list is non-refundable.
- \_\_\_\_\_ I do not want my child to be placed on the wait list if my child is not offered a place at Westminster. I understand my application fee check will be returned to me in the mail, or will be shredded with my permission.

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(over)

**OPEN REGISTRATION FEE/PAYMENT SCHEDULE**

	<b>Application Fee (Due with application)</b>	<b>Registration Fee + Activity Fee = Total due upon acceptance*</b> (Reg.) (Act.)	<b>1<sup>st</sup> Tuition Installment** (Due June 1, 2019)</b>	<b>2<sup>nd</sup>-10<sup>th</sup> Tuition Installments*** (Due Sep-May)</b>	<b>Annual Tuition Amount****</b>
Five-day 4s	\$50	\$165 + \$310 = <b>\$475</b>	\$585	\$585	\$5,850
Four-day 4s	\$50	\$165 + \$260 = <b>\$425</b>	\$505	\$505	\$5,050
3s class	\$50	\$165 + \$210 = <b>\$375</b>	\$420	\$420	\$4,200
2½s class	\$50	\$165 + \$160 = <b>\$325</b>	\$335	\$335	\$3,350

\*Registration & Activity Fees – Due within **three business days** of being offered a place in a class, or class placement will be forfeited.

\*\*1<sup>st</sup> Tuition Installment – Due **June 1, 2019**, or class placement will be forfeited.

\*\*\*2<sup>nd</sup>-10<sup>th</sup> Tuition Installments – Due the first of each month, September through May, or

\*\*\*\*Annual Tuition – You are welcome to pay the annual tuition in one payment.

The Activity Fee is refundable, with written notice of withdrawal, by June 1, 2019. See attached Admission Policies and Procedures for a detailed explanation of the fee policies, including the complete Refund Policy.

**HEALTH POLICY**

A physical examination for your child is required by the Alexandria City Health Department, and the Commonwealth of Virginia, and must be on file before the first day of school in September.

Information regarding the Virginia School Entrance Health Form will be sent to you at a later date. If you need the information earlier, please contact the preschool office.

**PARENTAL AGREEMENT**

I have read and understand the Application Form and the attached Admissions Policies & Procedures. I have read and understand the Open Registration Fee/Payment Schedule and Health Policy above. I agree to the stated policies.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

(for office use only)

**CONFIRMATION FOR:** \_\_\_\_\_

Class placement for the 2019-2020 school year: \_\_\_\_\_

Wait list placement for the 2019-2020 school year: \_\_\_\_\_

Child's name was not pulled in the lottery for a spot at WWP. Per parent request, the child has not been placed on our wait list, and the application fee check was \_\_\_\_\_ returned \_\_\_\_\_ shredded.

\_\_\_\_\_ Application #                      Parent notified (list date):

\_\_\_\_\_ Application fee received                      \_\_\_\_\_ letter                      \_\_\_\_\_ email                      \_\_\_\_\_ phone

\_\_\_\_\_ Registration fee received

\_\_\_\_\_ Activity fee received

\_\_\_\_\_  
Carolyn Burke, Director                      Date  
Westminster Weekday Preschool  
2701 Cameron Mills Road  
Alexandria, VA 22302