



**APPLICATION AND
REGISTRATION FORM
22-23 SCHOOL YEAR**

Enrollment Date: _____

Child Information:

Last Name _____ First Name _____

Boy ___ Girl ___ DOB (mm/dd/yy) _____ Preferred/Nick Name _____

Street Address _____ Apt. No. _____

City _____ State _____ Zip _____ Email _____

School District _____ Child's age on September 1st, 2022 _____

Telephone Number _____ Cell _____ Land Line _____

Preferred Method of Contact: Phone _____ Text _____ Email _____

Phone # to call during school day in event of illness/emergency _____

Family Information:

Parent/Guardian #1 Name _____

Relationship _____ Occupation _____

Address (if different than child) _____

Email _____ Phone _____

Parent/Guardian #2 Name _____

Relationship _____ Occupation _____

Address (if different than child) _____

Email _____ Phone _____

Student Lives with (check one): Both Parents _____ Mom _____ Dad _____

Other (please list name and relationship) _____

Other siblings in the household:

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Health Concerns or Diagnoses:

Allergies (food or other) and Reactions

Emergency Contact Information (other than parent)

Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____

Enrollment preference: 5 days__ 3 days__

I am interested in Wesley Station's extended day program

Yes, we want a Wesley Station tote bag

No, we will reuse our tote bag from last year or will purchase our own

Referred By _____

Tuition Rates and Information

\$75 non-refundable registration fee is due with application.

Children will be placed in an age-appropriate classroom. Children may be placed in a group based on teacher recommendation or parental input. We will do our best to accommodate requests, but the school director has final say.

Classes will begin in September and end in May.

Parents are required to sign our policy forms and join our classroom app prior to the first day of school.

Your child may be asked to come in prior to school start for an assessment and/or meet and greet.

Cancelled Classrooms due to enrollment will be assigned to another classroom or will have any deposits refunded prior to September 1. Otherwise any deposits are non-refundable.

The first tuition payment is due by September 5th, 2022 The remaining payments are due the fifth day of each month from September to May. Late Fees: If payment has not been received by the 15th of the month a \$10 late fee will be added to the balance due. If no arrangement for payment has been made and payment is 30 days past due, your child may be excluded from school until payment arrangements are made. A \$20 fee will be assessed for each NSF check. Late pickups 15 minutes past pick up time may be assessed a \$5 fee, plus \$1 for every minute after.

Parents/Guardians will be required to give one month's notice to terminate enrollment, submitted to the director in writing with a withdrawal date. There is no discount, refund, or other financial allowance for absence, illness, vacation, holidays, school closures or any other reason. Make up days missed due to weather or illness of staff exceeding three days will be decided on by the Preschool Board of Directors and will not include Thanksgiving, Christmas, or Easter Breaks. By signing this tuition contract, you agree to make payment(s) when due and to abide by the tuition policies and regulations of Wesley Station Preschool.

Student's Name _____

Printed Parent or Guardian Name _____

Parent or Guardian Signature _____

Date _____

WELCOME ABOARD!