



**APPLICATION AND  
REGISTRATION FORM,  
4 & 5-YEAR-OLDS  
24-25 SCHOOL YEAR**

(814)840-1559

[www.wesleystationpreschool.org](http://www.wesleystationpreschool.org)

Email: [fumc.wesleystationps@gmail.com](mailto:fumc.wesleystationps@gmail.com)

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 1<sup>st</sup>, 2024 \_\_\_\_\_

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:

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Allergies (food or other) and Reactions

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Emergency Contact Information (other than parent)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Class Enrollment: 4 or 5 years of age prior to the start of school**

\_\_\_\_\_ Preschool - 3 days per week (Monday, Wednesday, Friday 8:45-11:45)  
**Students in preschool are placed into classrooms by age.**

\_\_\_\_\_ Pre-Kindergarten- 5 days per week (Monday, Tuesday Wednesday, Thursday, Friday 8:45-11:45)

\_\_\_\_\_ Long Wednesday (pick up at 2:15)

**Tuition:**

*There is a 7% discount if tuition is paid in full by September 3<sup>rd</sup>, 2024*

3-day preschool \$2,250 per year

*If paying monthly:*

- 1<sup>st</sup> payment due prior to the first day of school.
- 2<sup>nd</sup> -9<sup>th</sup> payments due on the 15<sup>th</sup> day of each month, October 2024-May 2025
- 9 monthly payments- \$250

5-day preschool \$2,880 per year

*If paying monthly:*

- 1<sup>st</sup> payment due prior to the first day of school.
- 2<sup>nd</sup> -9<sup>th</sup> payments due on the 15<sup>th</sup> day of each month, October 2024-May 2025
- 9 monthly payments- \$320

Long Wednesday additional \$100 per month

Referred By \_\_\_\_\_

**WELCOME ABOARD!**

## Tuition Payments and Other Policies

\$90 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<sup>st</sup>. We will work with families to find another placement in our school that is satisfactory to everyone. Otherwise, any deposits are non-refundable.

Wesley Station utilizes the use of cameras (video and sound) in their hallways and classrooms. The recordings are stored on a memory card for two weeks, then the footage is destroyed. The footage is not regularly viewed by the staff or anyone else.

The first tuition payment is Prior to the first day of school. The remaining payments are due the fifteenth day of each month; one each September to May for a total of 10 payments. Late Fees: If payment has not been received by the 28th the 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 \$35 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.

By signing this application, I am giving my consent:

- For my child's information to be published on class lists
- For my child to utilize the playground equipment.
- For my child to walk with class on the church grounds.
- For my child to be photographed or recorded during activities for the purpose of parent photo sharing and Wesley Station promotional purposes (static photos only).
- For my child to use hand sanitizer in between soap and water utilization during restroom breaks.

Student's Name\_\_\_\_\_

Printed Parent or Guardian Name\_\_\_\_\_

Parent or Guardian Signature\_\_\_\_\_

Date\_\_\_\_\_