



Windermere Union Church Preschool

United Church of Christ

"Hugs Are Spoken Here"

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windermereunionchurchpreschool.com

Dear Parents:

With the bustle of the holiday season behind us, Windermere Union Church Preschool moves forward into the New Year embracing some change! In an effort to avoid long wait-times, improve efficiency, and eliminate camping out, we will be instituting a new process for student registration. This new process closely mirrors procedures already successfully utilized at other preschools and we are hoping for the same positive outcome. Our new protocol will be effective during our January/February 2019 registration period for the 2019-2020 school year. Registration cards as well as information regarding our 2019-2020 tuition/registration/supply fees are attached and are also available on our website (windermereunionchurchpreschool.com). You MUST adhere to your designated registration date and time. **Early registration is not permitted.**

GROUP A: CURRENT WINDERMERE UNION CHURCH MEMBERS

REGISTRATION DAY: Wednesday, January 16th
REGISTRATION TIME: 9:15 a.m. - 10:15 a.m.
LOCATION: Preschool Office

GROUP B: CURRENT WINDERMERE UNION CHURCH PRESCHOOL FAMILIES

REGISTRATION DAYS: Tuesday, January 29th and Wednesday, January 30th
REGISTRATION TIME: 9:15 a.m. - 10:15 a.m.
LOCATION: Lunchroom--last room on the right in the main preschool building

GROUP C: RETURNING WINDERMERE UNION CHURCH PRESCHOOL ALUMNI FAMILIES

REGISTRATION DAY: Friday, February 1, 2019
REGISTRATION TIME: 10:00 - 11:00 a.m.
LOCATION: Lunchroom--last room on the right in the main preschool building

GROUP D: OPEN REGISTRATION FOR FAMILIES NEW TO WUC PRESCHOOL

REGISTRATION DAY: Tuesday, February 5, 2019
REGISTRATION TIME: 10:00 a.m. - 11:00 a.m.
LOCATION: Lunchroom--last room on the right in the main preschool building

Please complete a registration card for each child before your registration time. Mark your 1st and 2nd choices for class days on your card. If you are unable to attend your pre-designated registration day and time, a family member, friend or neighbor can register for you with your completed registration card and payment.

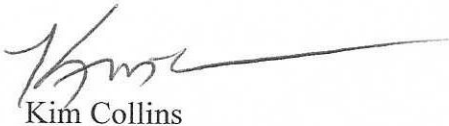
TURN OVER FOR MORE INFORMATION

A letter will be will mailed, 2-3 days after the close of registration letting you know what program your child was placed in for the 2019-2020 school year or if they were only placed on the waitlist. This letter will also include instructions on how to obtain a VPK Certificate of Eligibility from the State of Florida for those children enrolled in a VPK class for the 2019-2020 school year.

In summary, WUC Preschool will **NO** longer conduct their registration on a first-come, first-served basis. There is **NO** need to rush to be the first to turn in your registration card and there is **NO** camping out. Any program that has more registration cards than spots will use the lottery system to determine who gets in and placement on the waitlist. The lottery will be done at the end of each GROUP'S registration. For example.....Open Registration lottery (GROUP D) will be held at the close of open registration—11:00 a.m. on Tuesday, February 5, 2019. Anyone who registers after February 5, 2019 will be given remaining spots on a first-come, first-serve basis.

We expect there may be some issues while we all adjust to this change. Please know these changes were instituted for safety, comfort and convenience of our families. Any questions should be directed to the Preschool Office. We look forward to the return of current students and past alumni as well as new friends joining the Windermere Union Church Preschool family!!

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Collins', with a long horizontal line extending to the right.

Kim Collins
Preschool Director

WINDERMERE UNION CHURCH PRESCHOOL REGISTRATION INFORMATION FOR THE 2019-2020 SCHOOL YEAR

An annual **non-refundable REGISTRATION FEE of \$150.00** is paid at the time of registration for children enrolling in the 2, 2 ½ and 3 year old programs. Annual Supply Fee is due to the preschool office by Wednesday, June 19, 2019.

<u>2 YEAR OLD PROGRAM</u> Monday/Wednesday OR Tuesday/Thursday	12 students/2 teachers \$250.00/month tuition	School Hours: 9:15 - 12:15 \$120.00/supply fee
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The child must turn 2 by September 1, 2019 and does **not** have to be potty-trained.

<u>2-1/2-YEAR OLD PROGRAM</u> Monday/Wednesday/Friday Tuesday/Thursday	12 students/2 teachers \$290.00/month tuition \$250.00/month tuition	School Hours: 9:15 - 12:15 \$140.00/supply fee \$120.00/supply fee
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The child must turn 2 by March 1, 2019 and **MUST** be potty-trained.

<u>3-YEAR-OLD PROGRAM</u> Monday – Friday Monday/Wednesday/Friday Tuesday/Thursday	16 students/2 teachers \$375.00/month tuition \$280.00/month tuition \$240.00/month tuition	School Hours: 9:15 - 12:15 \$175.00/supply fee \$140.00/supply fee \$120.00/supply fee
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The child must turn 3 by September 1, 2019 and **MUST** be potty-trained.

4 YEAR OLD PROGRAM

Windermere Union Church Preschool is excited that we are able to provide VPK to our community. **As part of our Pre-K 4-year-old program, we offer 2 special events that are outside of the normal VPK school day (Meet the Teacher and Open House). Because these events are not reimbursed by the state we are requesting a voluntary Preschool Special Event fee of \$100.00 to be paid at the time of registration.** There is **NO** Registration fee or Supply Fee collected for the VPK classes.

Monday-Friday (5 classrooms)	VPK FREE	9:15 – 12:15
Tuesday/Thursday/Friday (1 classroom)	VPK FREE	9:15 - 2:15

The child must turn 4 by September 1, 2019 to participate in the VPK program. You will be responsible for obtaining a VPK Certificate of Eligibility for your child. This certificate is what officially enrolls your child in the VPK program with the State of Florida. This certificate is obtained online. I will give your instructions on how to obtain this certificate at a later date.

Children who qualify for Kindergarten, but are given the gift of another year of Pre-K 4:

Registration Fee: \$150.00	Tuition: \$320.00/month	Supply Fee: \$160.00
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NO REGISTRATION, SUPPLY, OR TUITION REFUNDS will be given for any reason.

PLEASE NOTE: WUC PRESCHOOL DOES NOT ACCEPT TEACHER/GROUP/CLASS REQUESTS. YOU WILL FIND OUT YOUR CHILD'S TEACHERS AT THE MEET THE TEACHER SESSION TO BE HELD IN AUGUST.

Windermere Union Church Preschool follows the Orange County Public School traditional calendar. Tuition is based on 180 days of school for the year. There are no changes in the monthly tuition payment for months that include holidays, vacations, illness, or bad weather. There are nine equal monthly payments (September-May). A late fee of \$20.00 will be charged if payment is not received by the 10th.

You will receive a letter in your child's backpack indicating whether your child has been placed in a class or is on the waiting list. Windermere Union Church Preschool reserves the right to determine which programs to offer after all registrations are complete. WUC Preschool also reserves the right to determine which classrooms to hold the programs in. There are no guarantees made.

WINDERMERE UNION CHURCH PRESCHOOL REGISTRATION FORM

FOR OFFICE USE ONLY
REG. FEE: DATE PAID _____ CK# _____ CASH _____
CODE WORD: _____

ENROLLMENT DATE _____
CHILD'S AGE AS OF SEPT. 1 _____

NUMBER YOUR FIRST AND SECOND CHOICES FOR THE 2019-2020 SCHOOL YEAR
_____ 2 yr old Mon/Wed _____ 2 1/2 yr old T/T _____ 2 1/2 yr old 2-day _____ 3 yr old 5-day _____ 3 yr old 3-day _____ 3 yr old 2-day
_____ VPK 3-day _____ VPK 5-day

CHILD'S NAME: _____ (LAST) _____ (FIRST) _____ (MIDDLE) _____ (PREFERRED NAME)
BIRTHDATE: _____ SEX: _____ HOME PHONE: _____
HOME ADDRESS: _____
EMAIL ADDRESS: _____
FATHER'S NAME: _____ MOTHER'S NAME: _____
OCCUPATION: _____ OCCUPATION: _____
WORK #: _____ CELL: _____ WORK #: _____ CELL: _____
CHILD'S PHYSICIAN: _____ PHYSICIAN'S PHONE: _____
LIST ANY ALLERGIES OR HEALTH PROBLEMS WE NEED TO BE AWARE OF: _____

IF PARENTS CANNOT BE REACHED
PERSONS OTHER THAN PARENTS WHO ARE AUTHORIZED TO REMOVE CHILD FROM SCHOOL OR TO NOTIFY IN CASE OF AN EMERGENCY OR ILLNESS:
NAME: _____ PHONE: _____
NAME: _____ PHONE: _____
NAME: _____ PHONE: _____
NAME: _____ PHONE: _____