



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, it is time to think about 2020-2021 school year registration. In an effort to avoid long wait-times, improve efficiency, and eliminate camping out, we instituted a new registration system change last year for student registration. This new process closely mirrors procedures already successfully utilized at other preschools and worked well for us last year. Registration cards as well as information regarding our 2020-2021 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 22, 2020

REGISTRATION TIME: 9:15 a.m. - 10:15 a.m.

LOCATION: Preschool Office

GROUP B: CURRENT WINDERMERE UNION CHURCH PRESCHOOL FAMILIES

REGISTRATION DAYS: Tuesday, February 4, 2020 and Wednesday, February 5, 2020

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: Thursday, February 6, 2020

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 11, 2020

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 2020-2021 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 2020-2021 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 For Families New To WUCP lottery (GROUP D) will be held at the close of open registration—11:00 a.m. on Tuesday, February 11, 2020. Anyone who registers after February 11, 2020 will be given remaining spots on a first-come, first-serve basis.

Please know these changes were successfully instituted last year 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', followed by a long horizontal line extending to the right.

Kim Collins
Preschool Director

WINDERMERE UNION CHURCH PRESCHOOL REGISTRATION INFORMATION FOR THE 2020-2021 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. The Annual Supply Fee is due to the preschool office by Wednesday, June 17, 2020.

2 YEAR OLD PROGRAM

Monday/Wednesday **OR**
Tuesday/Thursday

12 students/2 teachers
\$260.00/month tuition

School Hours: 9:15 - 12:15
\$130.00/supply fee

The child must turn 2 by September 1, 2020 and does **not** have to be potty-trained.

2-1/2-YEAR OLD PROGRAM

Monday/Wednesday/Friday
Tuesday/Thursday

12 students/2 teachers
\$300.00/month tuition
\$260.00/month tuition

School Hours: 9:15 - 12:15
\$150.00/supply fee
\$130.00/supply fee

The child must turn 2 by March 1, 2020 and **MUST** be potty-trained.

3-YEAR-OLD PROGRAM

Monday – Friday
Monday/Wednesday/Friday
Tuesday/Thursday

16 students/2 teachers
\$385.00/month tuition
\$290.00/month tuition
\$250.00/month tuition

School Hours: 9:15 - 12:15
\$185.00/supply fee
\$150.00/supply fee
\$130.00/supply fee

The child must turn 3 by September 1, 2020 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, 2020 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: \$340.00/month

Supply Fee: \$185.00

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 2020-21 SCHOOL YEAR

_____ 2 yr old Mon/Wed _____ 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: _____