

Weekday Early Education Guidelines For Parents FALL Entrance – 2012-'13

1. Entrance Requirements
 - a- Age: one, two, three, four, or five years old before August 31, 2012.
 - b- Regular Medical Check-ups: Immunizations required by the public schools are required based on age appropriateness. Wake Forest Baptist will allow **NO exemptions to the immunizations. Registration is not complete until a medical form is on file.** Medical Forms are attached to the Application; they must be returned by enrolling date.
2. Registration and Tuition: The REGISTRATION FEE includes insurance and a supply fee for the entire year. All Registration Fees are NON-REFUNDABLE.
Registration and Tuition fees for 2012 – 2013 are listed below:

Class (per week) (9 am – 12 noon)	Registration Fee	Monthly Tuition * (Sept. – May)
One year old -- One day	\$ 75.00	\$ 75.00
Two days	145.00	145.00
Staff/student ratio: 3 to 8 first month, 2 to 8 after Sept.		
Two year old One day	75.00	75.00
Two days	145.00	145.00
Three days	210.00	210.00 (special rate)
Staff/student ratio: 2 to 8 Max.		
Three year old - Two days	145.00	145.00
Three days	185.00	185.00
Staff/student ratio: 2 to 14 max.		
Four year old -- Four days	215.00	215.00
Five days	245.00	245.00
Staff/student ratio: 2 to 16 max.		
Five year old -- Five days	245.00	245.00
Staff/student ratio: 2 to 12 max.		

*Monthly Tuition for Wake Forest Baptist Church members is \$5.00 less per month than the amount listed above. Registration Fee is the stated amount (see chart above) for all students.

NOTE: Each child must be enrolled in the insurance company chosen by the Weekday Early Education Committee. The cost is included in the Registration Fee.

Tuition fees are due and payable on or before the first day of each month. Please note that the first payment is due by September 1st and the last payment is due by May 1st. Accounts not paid by the 10th of the month will be assessed a \$10.00 LATE FEE!

Note: Checks, made payable to Wake Forest Baptist Church W.E.E., may be placed in the red Tuition Box at the preschool, or they may be mailed to:

**W. E. E. Preschool
Wake Forest Baptist Church
118 East South Avenue
Wake Forest, N. C. 27587**

3. Limited scholarships are available for ages 3, 4, & 5 and will be awarded based on serious financial need. **Scholarship applications must be submitted to the Director with the application prior to June 1st**. Awards are made at the June W.E.E. Preschool Committee meeting. After that meeting, funds may not be available for further scholarships.
4. A **two week written notice** is to be given to the Director **if withdrawal** from the Pre-school is necessary during the school year. **Full tuition is due until official withdrawal, including the two week notification period.**
5. Parents will be notified prior to all off-site events and special programs at the Pre-school.
6. **Parents will be notified of carpool times by the classroom teacher.** If arrival is after carpool hours, the parent needs to walk the child to his/her classroom. This is a safety measure. **The teacher is to be given written notice if someone other than the regular persons** listed on the application is to pick the child up after school. **Carpool Tags, furnished by the teacher, must be used in the carpool pickup line.**
7. A **Weekday Early Education Parent Handbook** is published during the school year for distribution to parents. Student full names and addresses may not be published without parent's written permission, consequently, they will probably not be published in the Handbook.

ENROLLMENT POLICY/WAITING LISTS

Procedures:

Registration for the fall of 2012 starts January 5 – 6th when WFBC church members and staff register their children. Present preschool students who wish to return will register Jan. 9 – 10th. Siblings of present students register Jan. 11 – 12th, and siblings of former students register Jan. 13th. Any spaces left at that time are opened up to the public on January 17th at 7 p.m. in the Preschool Office of the church.

WAITING LISTS for boys and for girls are started for each grade level after enrollment is completed. If a vacancy occurs during the year, the space is offered to the first name on the appropriate list. Waiting lists ARE ONLY GOOD FOR ONE SCHOOL YEAR.