



# Little Hands Preschool

First United Presbyterian Church of Dale City



Lucia E. Juarbe, Preschool Director  
Robert A. Edmunds, D. Min., Pastor  
Scott N. Fouts, M.Div., Associate Pastor

14391 Minnieville Rd  
Woodbridge, VA 22193  
Phone: 703-878-2366

January 2010

## Registration Information

Our registration for the 2010 – 2011 school year will begin on January 9, 2010. The registration packet will consist of this information sheet, the registration form, a fee schedule and a list of the preschool classes to be offered.

We will collect priority registration forms until Tuesday February 2<sup>nd</sup>, 2010. The registration fee must accompany all registration forms. Forms without the accompanying registration fee will not be considered to be complete.

We will hold the lottery for the priority students on Wednesday, February 3, 2010 at 9:30 am in the church sanctuary. These are, in order of selection, as follows:

1. Children of teachers and church staff will receive automatic placement before the first enrollment period begins.
2. Members of the FUPCDC congregation and present families of the program.

We will continue to take registrations indefinitely, but those registrations received by 3:30 pm on Tuesday February 2<sup>nd</sup> will be considered timely. On the morning of Wednesday, February 3<sup>rd</sup>, we will begin the selection process for the priority registration.

### The Process

As registrations are received, a number will be placed on each form. Numbers on the registration form will correspond with numbers on bingo balls that will be used to pick the actual lottery numbers. Each family will be assigned one registration number for all children being enrolled and will be registered as a family as their number is called. Children will be placed in a class based on the preference indicated on the registration form. If the class is over subscribed, we will then look at the second preference indicated and place the child on the wait list for their first choice, if so desired. We will do the same for each preference indicated. Children will only be considered for classes marked on the registration form. If the first choice is filled and there is no other choices indicated on the registration form, the child will not be considered for any other classes. Please make sure to indicate **all** acceptable choices on the registration form.

We will do our best to accommodate preferences in class placement as well as the need to place siblings in school on the same days and times, if desired.

The results of the priority registration process will be posted by the director's office by 1:00 pm on February 3<sup>rd</sup>. We will not be able to give specific teacher placements at this time. In addition, if your child has been placed on the wait list for your first choice, you will receive notification of your number on that list (#1, #3, #10, etc.).

**We expect to have spaces for all currently enrolled children for the 2010 – 2011 school year, although not necessarily in your first choice class.**

After the priority registration has been concluded and children have been placed, we will conduct an open registration for the community. All those registration forms, which are received by Tuesday February 2<sup>nd</sup>, 2010 at 3:30 pm, will be considered timely. Immediately following the Priority Registration on Wednesday, February 3<sup>rd</sup>, we will begin the selection process and will follow the same procedure as above. We will assign each registration form a number that will differentiate these forms from our priority registration forms. The forms will be randomly selected and children placed in available spots. Any child not enrolled at this time has the option of being placed on the wait list. Again, parents will be notified of their child's placement, **in writing**, within a week of the selection process.

We thank you for your interest in Little Hands Preschool. If you have any questions or concerns, please do not hesitate to contact us at 703-878-2366.



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Little Hands Preschool seeks to provide a quality educational program for its students by offering a curriculum based on the developmental point of view. The preschool staff, which consists of experienced teachers, plans the curriculum, placing special emphasis on the children's developmental needs. Parents are able to communicate each day with their child's teacher when bringing their child to and picking them up from their classroom each day. In addition, newsletters, parent/teacher conferences, and special programs or activities create additional opportunities for communication between home and school.

The following items are needed to enroll a child at Little Hands Preschool:

- **Registration Form** – The attached registration form needs to be completed at the time of registration
- **Registration Fee** – A **non-refundable** registration fee of \$70.00 **per person** for the two or three day classes and \$80.00 **per person** for the four or five day class is required at the time of registration.
- **Health form** – a health form must be completed by a physician. The exam must take place in 2010. If your child attended Little Hands Preschool last year, and a health form is on file, you need to bring the shot record up to date. **Your child's registration will not be considered complete without your child's health form on file. Your child will not be allowed to attend classes without a current health form on file.**
- **Proof of Birth** – Beginning July 1, 1998 all children enrolled in school must show proof of birth in order to be enrolled. **Your child's registration will not be considered complete without your child's proof of birth on file. Your child will not be allowed to attend classes without a proof of birth on file.**
- **Tuition** – Tuition is based on a nine month school year beginning in September and ending in May. The yearly tuition is broken down into nine equal monthly payments. May 2011 tuition is due in June 2010 and subsequent month's tuition is due the first of each month, beginning in September 2010. There is a late fee of \$20.00 for payments received after the tenth of the month. **May's tuition and the Activity Fee of \$50.00 are due in June.**

Each child registered by August 15<sup>th</sup> will have a time scheduled for an individual classroom visit with his/her teacher and aide prior to the beginning of school. This informal one to one visit helps the child feel more secure during the first few days of school. You will be contacted by your child's teacher in **AFTER August 25, 2010** to arrange a date and time for this visit.

In addition to school visits, we schedule an Open House prior to the beginning of the school year. We encourage the children and parents to meet the teacher, aide and other classmates and parents in the classroom setting.

A child may be withdrawn from the preschool with 30-calendar days written notice to the Preschool Director. The May 2011 tuition will be refunded provided there is no outstanding balance. If the 30-calendar day's written notice is not given, the May 2010 tuition is forfeited. However, the Activities Fee will be refunded if written notice is given prior to August 31, 2010. Registration fee shall not be refunded.

# LITTLE HANDS PRESCHOOL

FIRST UNITED PRESBYTERIAN CHURCH OF DALE CITY

## FEE SCHEDULE

A non-refundable registration fee of \$70.00 for two and three day programs and \$80.00 for four and five day programs must accompany the application form.

The Registration Lottery will be held on Wednesday, February 3 at 9:30 a.m. for members of First United Presbyterian Church of Dale City (FUPCDC) and currently enrolled students. A second Registration Lottery for the community will be held immediately after the Priority Registration on and Wednesday, February 3. We will have a waiting list and children will be admitted, as space becomes available.

	<u>Monthly Tuition</u>	<u>Yearly Registration</u>	<u>Yearly Activity Fee</u>
2 day program	\$108.00	\$70.00	\$50.00
3 day program	\$149.00	\$70.00	\$50.00
4 day program	\$190.00	\$80.00	\$50.00
5 day program	\$235.00	\$80.00	\$50.00

Tuition is based on a nine month school year beginning in September and ending in May. The yearly tuition is broken down into nine equal monthly payments. The activity fee and one month's advance tuition will be due in June. Advance tuition will be applied to May of the following year. May 2011 tuition will be refunded when a child is withdrawn with 30 calendar-days written notice to the Director, provided there is no outstanding balance. Please contact the director for further information.

**This preschool is sponsored by FUPCDC, a tax-exempt, non-profit organization. It does not discriminate on the basis of race, color, national or ethnic origin, and this non-discriminatory policy extends to all school-administered policies and programs.**

## CLASSES FOR THE 2010-2011 SCHOOL YEAR

### Early Three Year Old Classes

**Child's birthday must be on or before March 31, 2008.**

Days: Tuesday and Thursday	Tuition: \$ 108.00/month
Days: Monday, Wednesday, and Friday	Tuition: \$149.00/month
Registration Fee: \$70.00	Yearly Activity Fee: \$50.00
Class Times: 9:00-12:00	

### Three Year Old Class

**Child's birthday must be on or before September 30, 2007.**

Days: Tuesday and Thursday	Tuition: \$ 108.00/month
Days: Monday, Wednesday, and Friday	Tuition: \$149.00/month
Registration Fee: \$70.00	Yearly Activity Fee: \$50.00
Class Times: 9:00 – 12:00	

Days: Monday, Wednesday, and Friday	Tuition: \$149.00/month
Registration Fee: \$70.00	Yearly Activity Fee: \$50.00
Class Times: 12:30 – 3:30	

### Pre-Kindergarten Four Year Old Class

**Child's birthday must be on or before September 30, 2006.**

Days: Monday through Friday	Tuition: \$235.00/month
Days: Monday through Thursday	Tuition: \$190.00/month
Registration Fee: \$80.00	Yearly Activity Fee: \$50.00
Class Times: 9:00 – 12:00	

Days: Monday, Wednesday, and Friday Afternoon	Tuition: \$149.00/month
Registration Fee: \$70.00	Yearly Activity Fee: \$50.00

### Pre-Kindergarten Five Year Old Class

**Child's birthday must be on or before October 31, 2005. Additional children can be placed in this class by recommendation of the Pre-Kindergarten Five Teacher or the Preschool Director.**

Days: Monday through Friday	Tuition: \$235.00/month
Registration Fee: \$80.00	Yearly Activity Fee: \$50.00
Class Times: 9:00 – 12:00	

**LITTLE HANDS PRESCHOOL**

14391 Minnieville Road  
Woodbridge, VA 22193-3042  
(703) 878-2366

\_\_\_\_\_  
Lottery Number

**2010-2011  
REGISTRATION FORM**

CHILD'S NAME: \_\_\_\_\_ SEX: M F

DATE OF BIRTH: \_\_\_\_\_ Age as of SEPT. 30, 2010: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

HOME PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_ WORK/CELL PHONE: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_ WORK/CELL PHONE: \_\_\_\_\_

PLEASE INDICATE YOUR CLASS PREFERENCE (i.e. #1, #2, #3, #4, etc.):

<u>EARLY 3 YEAR OLD</u>	<u>3 YEAR OLD</u>	<u>PRE-KINDERGARTEN 4</u>	<u>PRE-KINDERGARTEN 5</u>
_____ Tue/Th am	_____ Tue/Th a.m.	_____ M-Th a.m.	_____ M-F a.m.
_____ MWF a.m.	_____ MWF a.m.	_____ M-F a.m.	
	_____ MWF p.m.	_____ MWF p.m.	

Are you a member of First United Presbyterian Church of Dale City? YES \_\_\_\_\_ NO \_\_\_\_\_

Place child on First Preference (#1) waiting list if no preferences are available? YES \_\_\_\_\_ NO \_\_\_\_\_

FOR PARENTS ENROLLING MULTIPLE CHILDREN:

If you are enrolling more than one sibling, keep together on same days\*\*? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you want placement for a child if sibling cannot get placement? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

(PLEASE CONTINUE ON NEXT PAGE)

The following information is needed to provide a pleasant and safe learning environment for your child. Please fill out accurately.

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Name child prefers to be called: \_\_\_\_\_

Name of person (Parent, Guardian, Nanny, etc.) that will be bringing and picking up your child from preschool on a daily basis:

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

MEDICAL INFORMATION: \_\_\_\_\_

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Has your child ever attended any other school? If yes, which one and when? \_\_\_\_\_

Father's Occupation \_\_\_\_\_

Mother's Occupation \_\_\_\_\_

Does your child have any other siblings? If yes, what is/are their name(s) and age(s). \_\_\_\_\_

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What do you expect your child to gain from his/her preschool experience? \_\_\_\_\_

Is there any additional information about your child that will be helpful to his/her teacher? (Habits, anxieties, special problems, parental separation/divorce?) \_\_\_\_\_

How did you learn about Little Hands Preschool? \_\_\_\_\_

**I have read and understand that the Registration Fee of \$70.00 (\$80.00 for Pre-K Five year old class) is non-refundable. I also have read and understand that with 30-calender day's written notice to the Preschool Director, my child may be withdrawn from the preschool and May 2010 tuition will be refunded. Activity Fees will only be refunded if written notice is given prior to August 31, 2010.**

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Signature of Parent

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Date

\*\* Please be advised that if you check "YES", you have made it a priority for the Enrollment Board to make every effort to enroll your children in classes that meet on the same day. For instance, a parent submits two forms, one for an early 3 yr old and one for a 3 yr old. The parent specifies the MWF classes are their first preference (#1) and the T/TH classes are their second preference (#2) for both children. Upon drawing their number during the lottery process, one child can be slotted for the MWF class while the other sibling's MWF class has already been filled. If there are available slots in both T/TH classes, this is where the children will be placed.