

# WELBORNE CHRISTIAN PRESCHOOL 2017-2018 REGISTRATION FORM

920 Maybeury Drive

Richmond, VA 23229

Phone: 804.741.8771 [www.welbornechurch.org](http://www.welbornechurch.org)

Email: [preschool@welbornechurch.org](mailto:preschool@welbornechurch.org)

Revised: 1/17/2017

**Important:**

Please complete form in its entirety.  
If not applicable, write "N/A".  
Please do not leave blanks

Birth Certificate #:  
\_\_\_\_\_

Please complete this registration form and return it to the preschool office along with your Registration Fee. The Registration Fee is non-refundable and will ensure a space is held for your child. The Registration Fee is \$75 for the Mother's Morning Out (Parent Co-op) classes and \$125 for all other classes. Registration Fee for each additional child in the family is \$75. Registration for Church members is \$75.

Child's Name	Birth Date	Age	Gender Male/Female
Address (including city, state, zip)			
Mother's Name		Mother's Email – Please print clearly	
Home Phone		Cell Phone	
Work Phone		Place of Business	
Father's Name		Father's Email – Please print clearly	
Home Phone		Cell Phone	
Work Phone		Place of Business	
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed or N/A:			
Allergies or Intolerance for food, Medications, Etc., and Action to Take in an Emergency or N/A:		Dietary Restrictions:	

Please check the program you are applying for:



**Class**

**Class Description**

Mother's Morning Out (Parent Co-op)	Mondays – One Day, 16 mo. – 24 mo.; must be 16 mo. by the first day of school
Mother's Morning Out (Parent Co-op)	Fridays - One Day, 2 Yr. Old Program; must be age 2 by 9/30/17
2-Day, 2 Yr. Old	Tuesday/Thursday– Age 2 by 9/30/17
2-Day, 2 Yr. Old	Wednesday/Friday – Age 2 by 9/30/17
2-Day, 3 Yr. Old	Tuesday/Thursday – Age 3 by 9/30/17
3-Day, 3 Yr. Old	Tuesday/Wednesday/Thursday – Age 3 by 9/30/17
3-Day, 4 Yr. Old	Monday/Wednesday/Friday – Age 4 by 9/30/17
4-Day, Pre-K	Monday – Thursday – Turning 5 by Aug 1, 2018
4-Day, Junior Kindergarten (JK)	Monday – Thursday – Turning 5 by Jan 30, 2018
Fantastic Fridays	Offered by Semester to 3's, 4's, and JK – Registration Form Attached

**\*\*Note:** All children are to be toilet trained with the exception of the MMO and 2 Yr. Old classes.

\*Please let us know how you heard about Welborne Christian Preschool:

\_\_\_ Alumni \_\_\_ Current Student \_\_\_ Preschool Sign \_\_\_ Word of Mouth \_\_\_ Friend \_\_\_ Ad \_\_\_ Internet \_\_\_ Other

# WELBORNE CHRISTIAN PRESCHOOL

**2017-2018 CONTRACT**

**920 Maybeury Drive**

**Richmond, VA 23229**

**Phone: (804)741-8771 [www.welbornechurch.org](http://www.welbornechurch.org)**

**Email: [preschool@welbornechurch.org](mailto:preschool@welbornechurch.org)**

**Registration Form and Non-Refundable Registration Fee should be included with this form**

1. I hereby enroll my child, \_\_\_\_\_, in Welborne Christian Preschool for the 2017-2018 school year and agree to pay WCP tuition in 10 monthly installments, tri-annually, or in one annual amount with the first payment due **July 1, 2017**. After the 5<sup>th</sup> day of the month, tuition will be considered late with a \$15 charge, and after the 15<sup>th</sup> of the month, there will be a \$30 late charge.
2. I understand that if the first month's tuition is not paid by **July 1, 2017**, my child may lose his or her spot in WCP for the year.
3. I agree to provide Welborne Christian Preschool with current immunization records, original birth certificate and full completed information form before my child's class begins.
4. Welborne Christian Preschool agrees to notify me whenever my child becomes ill, and I will arrange to have my child picked up as soon as possible, if so requested by the school.
5. I agree to inform the school within 24-hours or the next business day after my child or any member of my immediate household has developed a reportable communicable disease which must be reported to the school immediately.
6. If it is necessary for you to withdraw your child from school during the year, you must give at least 30 days written notice. Release from the contract will be given only at the discretion of the Preschool Board. Tuition paid will not be refunded. Any tuition
7. I give my permission for my child to be included in evaluations and pictures connected with the program.
8. Prior to the beginning of the school year, notification of withdrawal must be received in writing no later than June 30, 2017.
9. I agree to pay the appropriate tuition according to the fee schedule I have elected below:  
 \_\_\_ Option A: One payment due **July 1, 2017**  
 \_\_\_ Option B: Three payments due **July 1, 2017, October 1, 2017, and February 1, 2018**  
 \_\_\_ Option C: Monthly payments, **July 1, 2017 – April 1, 2018**

\_\_\_\_\_  
**Print Parent or Guardian Name**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Welborne Christian Preschool Signature**

\_\_\_\_\_  
**Date**

(2% discount  
 if paid in full by  
 July 1, 2017)

<input checked="" type="checkbox"/>	Class	Annual Tuition	Tri-Annual Tuition	Monthly Tuition
	Mother's Morning Out (Co-op) - (Mondays or Fridays)	\$500	\$167	\$50
	2-Day, 2 Yr. Old (either T/TH or W/F)	\$1,765	\$588	\$177
	2-Day, 3 Yr. Old	\$1,591	\$530	\$159
	3-Day, 3 Yr. Old	\$2,191	\$730	\$219
	3-Day, 4 Yr. Old	\$2,191	\$730	\$219
	4-Day – Pre-K or JK	\$2,783	\$928	\$278
	Fantastic Fridays (For 3's, 4's, and JK)	\$739	Semester 1 - \$310 Semester2 - \$429	Semester 1 - \$52 *(6 payments Jul-Dec)  Semester 2 - \$86 *(5 payments Jan-May)

**FOR OFFICE USE ONLY:**

**Registration Fee – Date Received:** \_\_\_/\_\_\_/\_\_\_ **Check #:** \_\_\_\_\_ **\$Amount** \_\_\_\_\_