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<http://www.elcviennapreschool.org>

"Let the little children come to me." Luke 18:16

Application Information for 2023-24 School Year

Registration is now open on a rolling admission basis to enroll 2 ½, 3-, and 4-year-old children for the 2023-24 school year. ELP is a Virginia Department of Education state-licensed preschool center. We warmly welcome your child to our experiential, developmentally appropriate play-based preschool program. This application packet consists of the following documents:

- Class, Tuition, and Fee Schedule (*keep for your reference*)
- Application Form (7 pages)
- Virginia School Entrance Health Form (*mandatory for new students, re-enrolling students are encouraged to submit an updated well check-up report and vaccination record each year*)

Complete and return the first 6 pages of the **Application Form**. The last page, *Getting to Know Your Child*, can be returned in August (or just before your child begins school) to reflect the most current information. Please don't leave any unanswered sections on the application form. Write N/A if a question does not apply to you/your child, but do not leave it blank. The only exception is if you are new to the area and do not yet know two other adults as emergency contacts. We will help identify someone from your child's class who can serve in this capacity. Emergency contacts should be within 20 minutes transportation time of ELP.

Additionally, new students must provide proof of identity (copy of a birth certificate or passport) as well as a physician-signed health exam form and immunization record. A registration fee of \$100 for a single student, and \$90 for each additional sibling, must accompany each application along with the activity fee (\$100) and last month's (May) tuition as a deposit. Please submit a separate application form for each child. Additional forms can be downloaded from our website: <http://www.elcviennapreschool.org>.

ELP processes all school payments using **Brightwheel**, an education platform that facilitates tuition billing and payments, records student arrival and departure times, shares classroom news, activities, and photos, tracks learning milestones and assessments, and allows real-time messaging, among other features.

We encourage families to return their completed application paperwork to our email address: emmanuelpreschool2@gmail.com. Using email provides a date and timestamp to order the applications that are submitted outside of school/office hours. We do not accept cash or check payments. Upon receiving your application form, you will receive an invitation to join Brightwheel and set up a payment option. School fees processed by your bank's ACH transfer or paid by credit card through Brightwheel's secure system is PCI Level 1, the most stringent level of certification for information encryption. Your application is considered complete when we have received the Application Form, viewed a birth certificate/passport (for new students), received the Virginia School Entrance Health Form (or equivalent), and the required admission fees. Tuition is due on the first of each month from September 1, 2023-April 1, 2024.

ELP fills classes based on the number of applications received, boy/girl ratios, teacher recommendations, as well as the need to place siblings in school on the same days. Enrollment will be confirmed by email, but we are not able to confirm specific teachers at time of registration. Staffing and class lists are finalized and shared in mid-August. Families are invited to meet their teachers and visit their classroom during our **Sneak Peek Open House on Thursday, August 31**. You will receive a Brightwheel message with your child's appointed time. **The first day of the new school year will be Tuesday, September 5, 2023.**

The application fee, activity fee, and May's tuition deposit without exception, are non-refundable and non-transferable. Fees will only be returned if your child is not offered placement at Emmanuel Lutheran Preschool. Please indicate if you would like to be placed on the waitlist.

Please call the Emmanuel Lutheran Preschool office at 703.938.6187 or email us at emmanuelpreschool2@gmail.com if you would like any further information or to schedule a tour. We look forward to being part of your child's early educational journey.