



2589 Chain Bridge Road Vienna, VA 22181 | 703.938.6187 | emmanuelpreschool2@gmail.com

<http://www.elcviennapreschool.org>

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

## New Student Admissions Enrollment Information for 2026-2027 School Year

**Registration opens January 20, 2026 to all NEW families to ELP to enroll 2 – 6-year-old children for the 2026-2027 school year.**

We're excited to welcome your family to Emmanuel Lutheran Preschool! ELP is Virginia Department of Education state-licensed preschool. We warmly welcome your child to our experiential, developmentally appropriate play-based preschool program. We look forward to building your child's strong early education foundation.

### To be considered for enrollment at ELP, please complete the following for the 26-27 School Year:

- ☐ **Admissions Application 26-27 Form (6 pages)** - Please complete and return all 6 pages of the **Admissions Application Form**. 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.** Emergency contacts should be within 20 minutes transportation time of ELP. If you do not have emergency contacts in the area, we will help identify someone from your child's class who can serve in this capacity. If you're registering more than one child, please submit separate applications for each child.
- ☐ **Birth Certificate/Passport** – New students must provide proof of identity by providing a copy of a birth certificate or passport.
- ☐ **Virginia School Health Form & Immunization Record** – **DUE by August 1, 2026** - Mandatory by licensing for new students. Please submit the VA Health form to your pediatrician for completion. Please note that a parent signature is required at the bottom of page 1. VA Health forms can be found on our website under the Admissions tab at the bottom of the page.
- ☐ **Registration Fee – \$100** (Siblings \$90) - Paid through **Brightwheel** (our software management platform) at submission of the Admissions Application. No cash/checks accepted.
- ☐ **Remaining Admission Fees- Activity and Tuition Deposit** – The Activity fee is \$100/student and the Tuition Deposit is based on your monthly tuition rate for your chosen class. Please see our Class Tuition Fee Schedule or the Admissions Application for monthly fee costs. All fees are paid through **Brightwheel** at submission of the Admissions Application. The remaining tuition payments will be paid September 1, 2026 – April 1, 2027.

**Upon submission of the Admissions Application and confirmation of acceptance to the school, all Admission Fees are due. The Admission Fees include the Registration Fee (\$100, \$90 Sibling), Activity Fee (\$100), and Tuition Deposit (based on your monthly tuition rate). Without exception, all Admission Fees are non-refundable and non-transferable (to another month or sibling).**

**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.**

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](mailto: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 process is considered complete when we have received the Admissions Application Form, viewed a birth certificate/passport (for new students), and paid the required Admission fees. Your student's enrollment to ELP is complete once we also receive the VA Health Form and Immunizations due by August 1, 2026.

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, but we are not able to confirm specific teachers at the 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 27, 2026**. You will receive a Brightwheel message with your child's appointed time.

**The first day of the new school year will be Tuesday, September 1, 2026.**

Additional Admission Application forms can be downloaded from our website: <http://www.elcviennapreschool.org>.

Please call the Emmanuel Lutheran Preschool office at 703.938.6187 or Brightwheel message us if you have further questions.

**We look forward to being part of your child's early educational journey!**