



# Little Hands Preschool



First United Presbyterian Church of Dale City

Lucia E. Juarbe, Preschool Director  
Jeri Fields, Interim Pastor

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

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. The Registration Form **includes** the Getting to Know You Form.
- **Registration Fee** – A **non-refundable** registration fee of \$80.00 **per person** for the two or three day classes and \$90.00 **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 2017. 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** – 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 2018 tuition is due in June 2017 and subsequent month's tuition is due the first of each month, beginning in September 2017. 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 \$70.00 are due in June.**

Each child registered by August 18<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 24, 2017** to arrange a date and time for this visit.

A child may be withdrawn from the preschool with 30-calendar day's written notice to the Preschool Director. The May 2018 tuition will be refunded provided there is no outstanding balance. If the 30-calendar day's written notice is not given, the May 2018 tuition is forfeited. However, the Activities Fee will be refunded if written notice is given prior to August 31, 2017. Registration fee shall not be refunded.

## First United Presbyterian Church of Dale City

14391 Minnieville Road  
Woodbridge, VA 22193  
703-670-7834  
Fupcdc.org

**8:30am** – Traditional Worship  
**9:45am** – Christian Education for all Ages  
**11:00am** – Contemporary Worship

**The Rev. Jeri Fields**  
Pastor for Interim Ministry  
Jeri.Fields@fupcdc.org

Connect-Grow-Serve

# LITTLE HANDS PRESCHOOL

FIRST UNITED PRESBYTERIAN CHURCH OF DALE CITY

## FEE SCHEDULE

A non-refundable registration fee of \$80.00 for two and three day programs and \$90.00 for four and five day programs must accompany the application form.

The Registration Lottery will be held on Monday, March 6<sup>th</sup> 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 Monday, March 6<sup>th</sup>. We will have a waiting list and children will be admitted, as space becomes available.

	<u>Yearly Tuition</u>	<u>Monthly Payment</u>	<u>Yearly Registration</u>	<u>Yearly Activity Fee</u>
2 day program	\$1,440.00	\$160.00	\$80.00	\$70.00
3 day program	\$1,980.00	\$220.00	\$80.00	\$70.00
4 day program	\$2,520.00	\$280.00	\$90.00	\$70.00
5 day program	\$2,835.00	\$315.00	\$90.00	\$70.00

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 2018. May 2018 tuition will be refunded when a child is withdrawn with 30 calendar-day 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 2016-2017 SCHOOL YEAR

### Early Three Year Old Classes

**Child must be three between October 1, 2017 and March 31, 2018.**

**\*\*\*A Monday, Wednesday & Friday class can be added if there is sufficient interest.**

Days: Tuesday and Thursday

Tuition: \$160.00/month

Days: Monday, Wednesday & Friday\*\*\*

Tuition: \$220.00/month

Class Times: 9:00 – 12:00

Registration Fee: \$80.00

Yearly Activity Fee: \$70.00

### Three Year Old Class

**Child must be three on or before September 30, 2017.**

Days: Tuesday and Thursday

Tuition: \$160.00/month

Days: Monday, Wednesday & Friday

Tuition: \$220.00/month

Class Times: 9:00 – 12:00

Registration Fee: \$80.00

Yearly Activity Fee: \$70.00

### Multi-Age Class

**Child must be three on or before September 30, 2017.**

Days: Monday, Wednesday & Friday

Tuition: \$220.00/month

Class Times: 12:00 – 3:30

Registration Fee: \$80.00

Yearly Activity Fee: \$70.00

### Pre-Kindergarten Four Year Old Class

**Child must be four on or before September 30, 2017**

Days: Monday through Thursday

Tuition: \$280.00/month

Monday through Friday

Tuition: \$315.00/month

Class Times: 9:00 – 12:00

Registration Fee: \$90.00

Yearly Activity Fee: \$70.00

### Pre-Kindergarten Five Year Old Class

**Child must be five on or before December 31, 2017. Additional children can be placed in this class by recommendation of the Pre-Kindergarten Five Teacher or the Preschool Director.**

Monday through Friday

Tuition: \$315.00/month

Class Times: 9:00 – 12:00

Registration Fee: \$90.00

Yearly Activity Fee: \$70.00

# LITTLE HANDS PRESCHOOL

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

Lottery Number:

\_\_\_\_\_ Staff

\_\_\_\_\_ Current/Church

\_\_\_\_\_ Community

## 2017-2018 REGISTRATION FORM

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

DATE OF BIRTH: \_\_\_\_\_ Age as of Sept. 30, 2017: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Carrier (Must Have): \_\_\_\_\_

Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Carrier (Must Have): \_\_\_\_\_

Email: \_\_\_\_\_

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

EARLY 3 YEAR OLD    3 YEAR OLD    MULTI-AGE    PRE-KINDERGARTEN 4    PRE-KINDERGARTEN 5

\_\_\_\_\_ Tue/Th AM    \_\_\_\_\_ Tue/Th AM    \_\_\_\_\_ MWF PM    \_\_\_\_\_ M-Th AM    \_\_\_\_\_ M-F AM

\_\_\_\_\_ MWF AM\*\*    \_\_\_\_\_ MWF AM    \_\_\_\_\_ M-F AM

**\*\*If enrollment  
warrants a second  
class**

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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 \_\_\_\_\_

**(PLEASE CONTINUE ON NEXT PAGE)**

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 \_\_\_\_\_

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

**I have read and understand that the Registration Fee (\$80.00 for two and three day a week classes and \$90.00 for four and five day a week classes) is non-refundable. I also have read and understand that with 30-calender day written notice to the Preschool Director, my child may be withdrawn from the preschool and May 2018 tuition will be refunded. Activity Fees will only be refunded if written notice is given prior to August 31, 2017.**

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

\_\_\_\_\_  
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.

# Getting to Know You and Your Child

2017-2018

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Child's Nickname: \_\_\_\_\_

Name you want your child to recognize/print: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Father's Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Mother's Occupation: \_\_\_\_\_

Was your child born full term? \_\_\_\_\_ If not, how many weeks gestation? \_\_\_\_\_

Has your child had any significant illnesses, hospital stays or continuing medical treatment? \_\_\_\_\_

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

Who currently lives in the home with your child? Please do not include ages of adult family members.

Name	Age	Relationship
	XXXXXXXXXXXXXXXXXXXX	Father
	XXXXXXXXXXXXXXXXXXXX	Mother

Who are the other significant people in your child's life? \_\_\_\_\_

\_\_\_\_\_

At the present time, do you have any concerns about your child's development (i.e., speech, fine or gross motor, etc.)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your child been evaluated by a child development specialist? \_\_\_\_\_

Is your child receiving any special services? \_\_\_\_\_

\_\_\_\_\_

Will and outside teacher/specialist be working with your child at school? \_\_\_\_\_

Will your child's preschool teacher need to make any modifications to accommodate your child's

Needs? If Yes, please describe \_\_\_\_\_

\_\_\_\_\_

Is your child's diet or activity restricted in any way? \_\_\_\_\_

\_\_\_\_\_

Does your child understand English? \_\_\_\_\_ Is his/her speech clear to others? \_\_\_\_\_

Does your child sing songs or say nursery rhymes? \_\_\_\_\_

Does your child enjoy listening to stories and looking at books? \_\_\_\_\_

Does your child use the bathroom independently (Expresses need to go, cleans and redresses self)?

\_\_\_\_\_

Please describe any issues your child has in the bathroom \_\_\_\_\_

\_\_\_\_\_

What words does he/she use when needing to use the bathroom \_\_\_\_\_

What is your child's regular bedtime \_\_\_\_\_ What is his/her regular wake up time \_\_\_\_\_

Does your child take a nap regularly? \_\_\_\_\_

Please describe any sleep problems your child has \_\_\_\_\_

\_\_\_\_\_

What is your child afraid of? \_\_\_\_\_

Does your child play independently? \_\_\_\_\_

Who does your child usually play with (i.e., siblings, older or younger children, alone)? \_\_\_\_\_

\_\_\_\_\_

What are your child's favorite activities? \_\_\_\_\_

\_\_\_\_\_

Does your child accept correction or discipline well? \_\_\_\_\_

Does your child handle change well? If no, please describe \_\_\_\_\_

\_\_\_\_\_

How do you handle discipline at home? \_\_\_\_\_

\_\_\_\_\_



What other preschools, programs, classes or extra-curricular activities has your child participated in?

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Why did you choose Little Hands Preschool for your child? \_\_\_\_\_

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What expectations do you have for your child during this year of preschool? \_\_\_\_\_

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What adjectives or characteristics would you use to describe your child? \_\_\_\_\_

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