

Preschool Parent/Guardian Handbook

2024-2025

Ages 2½-5



PLAY LEARN AND GROW...
TOGETHER!

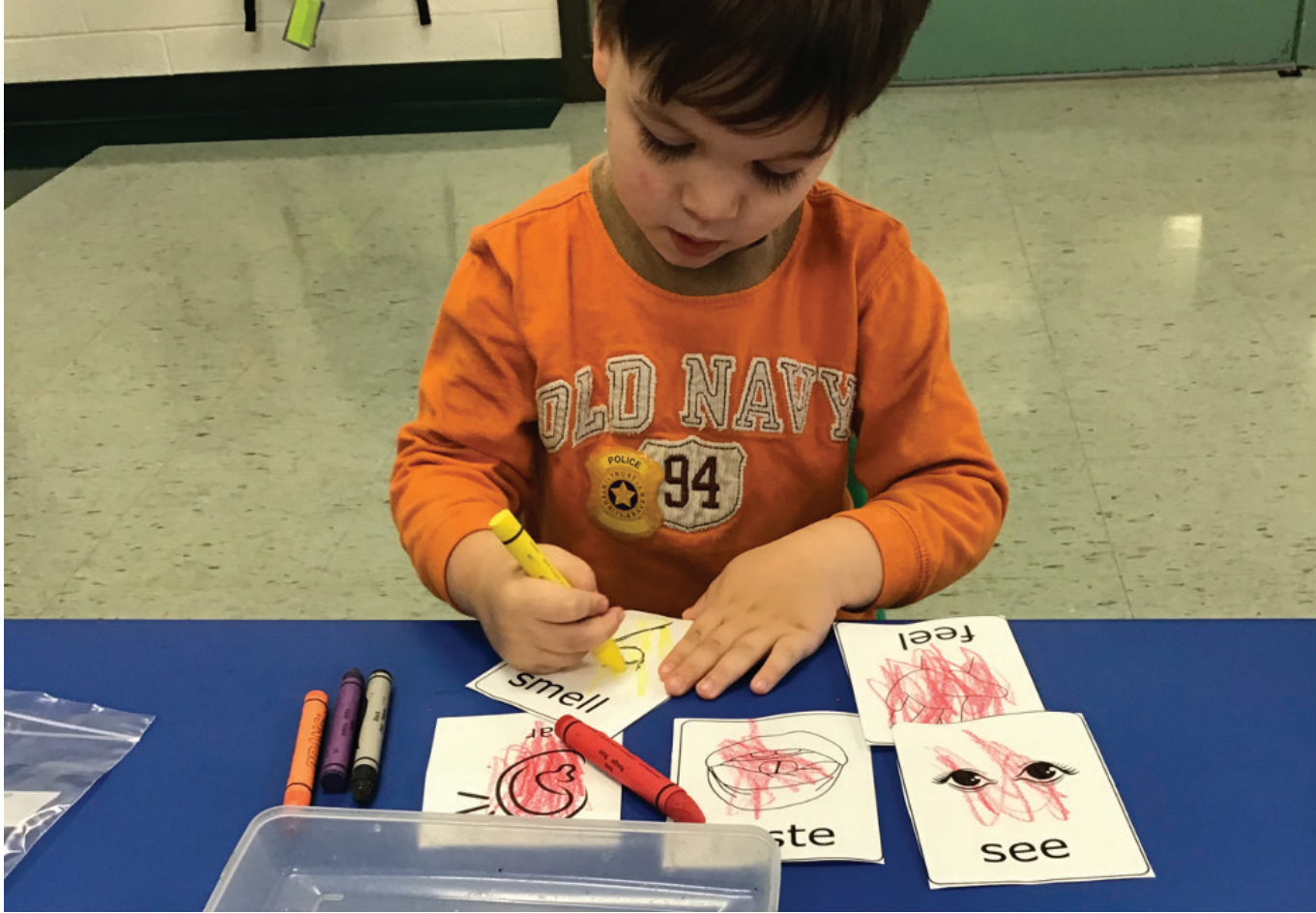
Sharron Baucom Dale City Recreation Center
14300 Minnieville Road | Dale City, Virginia 22193 | 703-792-8650

Chinn Aquatics & Fitness Center
13025 Chinn Park Drive | Prince William, VA 22192 | 703-792-8600

Grō Nature Preschool
4603 James Madison Hwy | Haymarket Va 20169 | 703-792-8320

PRINCE WILLIAM
Parks & Recreation





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Welcome

We Thank You for Choosing a Department of Parks & Recreation Preschool Program

Our state-licensed Preschool prides itself on providing a quality program that emphasizes learning through play, in a safe and nurturing environment. Our Preschool provides thoughtfully planned experiences and opportunities, which stimulate learning in all developmental areas: social, emotional, physical, and cognitive.

We provide a balanced program that includes choice and structured activities, whole group, small group and individual activities, and teacher and child-directed experiences. Our classroom environments are designed to encourage exploration and interaction with other children, teachers, and learning materials. Our curriculum is centered on dramatic play, blocks, art, sensory, science, math, music, movement, language, and literature experiences. We seek to instill a lifelong love of learning!

All preschool staff are highly trained and meet or exceed State Licensing requirements pertaining to education, experience, safety certifications, and background checks.

In this handbook you will find the necessary

information and forms pertaining to our Preschool policies and procedures. Please take time to review this information and if you have any questions, please feel free to contact your Preschool Manager.

Child Records and Registration

Prince William County Department of Parks & Recreation (DPR) utilizes ePACT, an online system to maintain medical, emergency, and participant information for all preschool programs.

ePACT is designed to create efficiencies for both customers and staff in maintaining confidential information in a secure and safe manner. ePACT maintains the same levels of security as online banking, and limits access only to the administrators who have been assigned privileges.

Through ePACT, users are able to create their own accounts, upload and complete the required forms giving DPR the necessary information for your child(ren). You will continue to have easy access to this system to update your account as needed.

For our administrators, this system allows quick access to pertinent participant information, decreasing the need for paper copies making our programs more “green”, and providing administrators a variety of ways to communicate with you regarding program updates, alerts, and requests for information.

After registering for your desired program, you will receive an email containing a link to access the ePACT system. Utilize this link to complete and upload all required forms, including necessary medical information, emergency contacts and any special needs your child may have.

In order for your program registration to be considered complete and for your child to participate, you will need to:

- Complete your child information form at the time of registration
- Pay required program fees
- Create an account with e-PACT
- Complete and/or upload the necessary forms associated with the program you registered for
- Provide the original copy of our child’s birth certificate to the site you are attending preschool, a staff member will need to validate information
- Continue to make changes, as needed, to your family’s account

Our Staff

We are committed to providing your child a safe environment and classrooms that are managed by caring and experienced preschool staff.

We hire those with a passion for children and learning! In addition to the experience they bring, our staff meets and/or exceeds all the training and certification requirements set by the Department of Education. Year round training for our staff includes behavior management, customer service, curriculum plan-

ning, inclusion, risk management, and child development.

In addition to this training, staff are also required to be certified in CPR, First Aid, and AED. They must pass a criminal background and Central Registry Check as well as attend sexual harassment, bloodborne pathogen, and daily health trainings.

Curriculum and Philosophy

“Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood.”

Fred Rogers

The PWC Department of Parks & Recreation aims to provide the best overall Preschool program possible. The Preschool program is designed to provide exciting group experiences for children ages 30 months to 5 years in a positive and safe environment. We believe that play is a child’s primary vehicle to learning and that young children respond well to small group and individual activities. Therefore, our play-oriented activities offer choices and freedom of expression. Letters, numbers, colors and shapes are incorporated with daily creative art, music and movement.

Our Preschool program provides opportunities for your child to develop a positive self-concept; to stimulate creativity; to encourage curiosity; to promote physical development; to enhance communication skills and to develop basic learning skills. Preschool is a subsidiary of the Prince William County Department of Parks & Recreation and therefore has no religious affiliation.

Participation Skills

Children enrolled in the PWC Department of Parks & Recreation Preschool must be the program age by September 30, 2024.

All children enrolled in a 3-K or Pre- K program must be potty trained. Potty training is

not required, but encouraged for our 2-year-old class.

Prior to enrollment, it is necessary for your child to meet the following participation skills:

- Ability to participate in an environment with an age-specific staff to child ratio.
- Ability to make the transition from leaving parent within one month.
- Ability to participate for the duration of the class.
- Ability to follow simple/single instructions.
- Ability to eat and dress independently.
- Ability to respect others and their property.

Inclusion

Prince William County Department of Parks & Recreation programs are inclusion based activities. We make every effort to work with families to mainstream children with special needs into any of our programs.

Based upon the request and/or type of modification being requested, participation in a program may be dependent on such things as scheduling and/or contracting specialized staff, which could impact days/times of program. In order, to create a successful and enjoyable environment for your child, it is preferred that your request be received at least 21 days prior to the start of the program.

You can find more inclusion information and forms online at www.pwcparks.org

Program Hours

All of the Department Parks & Recreation Preschool programs are partial day programs. There are no full day options. Each preschool site offers a menu of programs with varied days/times. (For specific information regarding Daily Schedules and Curriculum, Holidays, Teacher Workdays, Half-Days, and Inclement Weather please see related sections).

Daily Schedule and Daily Curriculum

This is a sample schedule and is subject to change and will vary due to school start/end times.

3-K AM			
9:00 – 9:30	Exploration		
9:30 – 10:00	Circle Time		
10:00 – 10:15	Gym / Music & Movement		
10:15 – 11:00	Activities & Craft		
11:00 – 11:15	Snack Time		
11:15 -11:40	Outside / Music & Movement		
11:40 -12:00	Story Time & Goodbye		
Pre-K AM		Pre-K & 3-K PM	
9:00 – 9:30	Arrival / Exploration / Manipulatives	12:30 – 1:00	Arrival / Exploration / Manipulatives
9:30 – 10:00	Gym / Music and Movement	1:00 – 1:15	Circle Time with Music & Movement
10:00 – 10:15	Circle Time	1:15 – 2:00	Activities / Crafts
10:15 – 11:00	Activities / Crafts	2:00 – 2:15	Snack Time
11:00 – 11:15	Snack Time	2:15 – 2:45	Outside Play / Gym
11:15 -11:40	Outside Play / Music & Movement	2:45 – 3:00	Story Time & Goodbye
11:40 -12:00	Story Time & Goodbye		

Payment and Refund Information:

Tuition for our preschool programs is due the first of every month, with the exception of the first month which is due August 1. Tuition can be paid at the Front Desk or online.

A late fee of \$50 fee will automatically be added to your account on the 2nd of the month if payment is not received by the due date. Beginning on the 5th of the month, students with an unpaid balance will not be permitted to attend the program and may forfeit their enrollment to a wait listed student. If you leave the program for any reason and then want to re-enroll at a later date the \$50 registration fee will apply with the full month tuition. Re-enrollment is dependent on available space.

A \$10 multiple child discount will be given for each additional child in the same family. Siblings must be registered at the same program site to receive discount.

Cancellation requests must be received a minimum of fourteen (14) days prior to the first of the month. A \$50 cancellation fee will apply. Registration fees are non-refundable. Please note: Failure to provide notice of cancellation fourteen (14) days prior to the first of the month, will result in a forfeiture of all fees.

Preschool Play Money

If you enroll in one of our 2024-25 preschool classes by Friday, May 10, your family will receive a \$50 Play Money Coupon*.

To enroll in preschool please visit our registration page or the front desk of the school location. (Grō families should visit Pat White Center at Ben Lomond.)

*Play Money Coupon:

- The voucher will be sent via email by June 1, 2024 and must be used prior to September 30, 2024 (non-taxable items).
- Play Money can be used at all park locations for camp registration, waterpark



admission, daily admission, facility rentals, etc.

- Play Money CANNOT be used for concessions/food/drink items, or for payment of fees for currently enrolled programs.
- The total value must be used in the same transaction.
- There will be NO CASH BACK or credit on Play Money Coupons.

General Program Policies

Transportation And Field Trip Policy

All transportation to and from the program site is provided by the child's parent or guardian. The Prince William County Department of Parks & Recreation does not provide transportation of any kind for our preschool program. At no time is a teacher, or other staff member permitted to transport children. On occasion, DPR preschool programs may participate in an off-site field trip. For field trips, the staff and students will meet at the off-site location in lieu of the classroom that day. Transportation to the field trip location is the responsibility of the student's parent/guardian. Field trip attendance is optional.

Food Policy

Snacks will be provided each day by the preschool program and should not be brought from home. Our Preschool program follows the most recent nutritional requirements of the United States Department of Agriculture when selecting snacks. Children are allowed to receive second helpings of snacks. If this does not meet your child's needs, please

contact your Preschool Manager. A current snack menu is posted in each classroom. Please advise us of any food allergies your child may have or any food your child may not have for religious reasons. All food brought that is brought in for parties or celebrations must be in an original store bought food container.

Communication

Contacting Staff

If you need to contact a staff member immediately, or would like to leave a message with one of our employees, please call the Front Desk at your program site.

Emergencies

In an Emergency Situation, the preschool staff will make every effort to speak with parents/guardians directly. If unable to do so, the designated Emergency Contacts will be contacted. Our facilities have an Emergency Preparedness Plan that includes procedures for staff to follow in the case of an emergency. The Emergency Preparedness Plan is available to the public upon request. To request a copy, please contact the Preschool Program Manager at your program site.

Pick-up during emergencies and inclement weather

Our programs may be forced to close due to severe weather conditions, or unforeseen circumstances. Parents/Guardians will be notified to pick-up their child(ren) within the hour if the need arises due to inclement weather and/or facility closure.

All Preschool Programs will follow the operating conditions of the facility during inclement weather. Site managers will communicate alternative pick-up locations if the need to change should arise.

Lines Of Authority

If you have any concerns or questions, please consult the Lead Teacher of your child's program. If the answer/action is unsatisfactory, or you need more

information, please contact the Preschool Manager at your site.

Student Arrivals and Departures

Children must be signed in daily upon arrival.

When departing, all children must be signed out daily. For safety and security reasons, photo identification is required at pick-up. Children will be released outside the classroom.

Parents/Guardians may designate additional authorized person(s) to be responsible for your child. Your child will not be released to anyone other than those you designate within ePACT. This information is kept in your child's file and will be referred to when releasing your child from our care.

In an emergency, we will accept a written note, from the legal parent/guardian, giving another adult temporary permission to pick up a child. It must be in writing in order for us to comply.

Please remember, once you have identified Authorized Adults for your child, we presume these are your wishes. If at any time, you want to add or delete Authorized Adults, please do so in writing and within ePACT. We cannot deny an Authorized Adult from picking up the child.

If there is a court order regarding the custody of a child(ren), then a copy of the court order must be on file at the program location. Preschool staff is not permitted to deny access of a parent to a child without a court order on file. A custodial parent shall be



admitted into any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of the Code of Virginia).

The Prince William County Department of Parks & Recreation has no responsibility to communicate to other listed Authorized Adults when your child has been picked up. The responsibility of communication among Authorized Adults remains among those individuals.

What to bring/send with your child

Please pack a spare set of clothes each day.

Make sure your child is dressed in comfortable, easy to care for clothing that is appropriate for the prevailing weather.

Please label all belongings brought to school. Lost items will be kept in the classroom for a short time.

Children are to wear closed-toe shoes every day.

Please do not bring personally owned toys to school unless it is requested from your teacher. This can cause conflict in the classroom and teachers cannot be responsible for items that may be lost or broken.

School Schedule

See calendar below.

Late Pick Up Fees

If you are running late, please contact your program site. **Please make every attempt to be on time; the teachers have very little time between classes. Repeat offenders may be removed from the program at any time at Preschool Manager’s discretion.**

If you are late to pick up your child/children at dismissal time, you will be charged a late fee of \$15. After 15 minutes, it is an additional \$1

Preschool Calendar 2024–2025	
September 5	First Day of Classes <i>Preschool begins</i>
October 3	Holiday <i>Preschool closed</i>
October 14	Preschool Closed <i>Parent/Teacher Conferences</i>
November 1	Holiday <i>Preschool closed</i>
November 4–5	Preschool Closed <i>Teacher Workdays</i>
November 11	Holiday <i>Preschool closed</i>
November 27–29	Holiday <i>Preschool closed</i>
December 23–January 3	Winter Break <i>Preschool closed</i>
January 20	Holiday <i>Preschool closed</i>
January 21–22	Preschool Closed <i>Teacher Workdays</i>
February 17	Holiday <i>Preschool closed</i>
March 28	Preschool Closed <i>Teacher Workday</i>
March 31	Holiday <i>Preschool closed</i>
April 14–18	Spring Break <i>Preschool closed</i>
April 21	Preschool Closed <i>Parent/Teacher Conferences</i>
May 23	Last Day of Classes <i>Preschool ends</i>

per minute. Late fees must be paid prior to the next program day.

Due to other responsibilities that the teachers have, your child may be taken to the Front Office or Manager's office to wait for your arrival. If we have not received a phone call from you, a teacher will make every attempt to contact another parent, guardian or a listed emergency contact. If contact is unable to be made within 1 hour of dismissal time, the child will be turned over to Prince William County Police Department.

This same procedure will be followed if the child is not picked up for emergencies including but not limited to inclement weather or natural disasters.

Classroom Visitors

Outside visitors are not permitted in the classrooms without prior authorization from the Preschool Manager and/or Children's Program Manager.

Inclement Weather Schedule

DPR Preschools do not automatically follow Prince William County School closure decisions. Decisions will be made internally based on actual weather conditions or expected forecast for closures, late openings, or early closings. DPR will make every effort to communicate a decision by 8pm the night before for closings or late openings.

Ozone Action Days

Code Red days will be monitored by the program staff. On these days, our Preschool Programs will limit their time outdoors. If outside during very hot and humid days, staff will encourage children to drink plenty of water and will facilitate only passive, low-aerobic type activities.

Student Health & Safety

Preschool staff will do their best to maintain a healthy environment. Parents can contribute

to this effort by keeping sick children at home. Please make sure to notify your child's teachers of an absence lasting three days or longer

Please keep your child home if he/she has:

- A temperature over 100°F (must be fever free for 24 hours before returning to school)
- Recurrent vomiting or diarrhea (must be vomit/diarrhea free for 48 hours)
- Any communicable disease
- A combination of symptoms, that cannot be explained via other health reasons, would disqualify the child from daily participation.

Rashes, eye redness or discharge may be symptoms of a contagious disease and therefore need to be identified by a physician. Children can return to class with a doctor's note stating they are not or no longer contagious and include a date of return. Children on antibiotics must be on medication for 48 hours before returning to school and symptom free.

All allergies or medical conditions, which may limit activities, should be brought to the attention of the staff. If your child becomes ill while attending preschool, parents will be notified as soon as possible so that arrangements for child pick up can be made.

Medication

If your child requires prescription and/or nonprescription medication, a Medication Authorization form must be completed by a parent/guardian and/or physician. A qualified Prince William County Department of Parks & Recreation staff will administer all age-appropriate medication in accordance with the labeled instructions and the Medication Administration Training (MAT).

Over The Counter Medication (OTC) that will need to be administered **for less than 10 days** requires parent/guardian authorization on the Medication Consent form. All prescription medications and

any OTC medications that will need to be administered for more than 10 days, require authorization from both parent/guardian and a physician on the Medication Consent form.

When authorization for medication expires, the staff shall notify the parent/guardian that the medication needs to be picked up within 14 days or the parent/guardian must renew the authorization. Medications that are not picked up within 14 days will be appropriately disposed of by the Preschool Manager.

All medication must be:

- In the original container with the prescription label or direction label attached.
- Labeled with the child's name, the name of the medication, the dosage amount and the time/times to be given.
- Any utensils needed to administer must be labeled with child's name.

Policy For Over-The-Counter Skin Products

The staff does not administer Sunscreen, Diaper Ointment/Cream, or Insect Repellent. If you feel your child needs any of the above items applied, it must be done before they arrive.

Behavior Management

In order to promote the child's physical, intellectual, emotional, social well-being and growth, staff shall interact with the child and one another to provide needed help, comfort, support and:

- Respect personal privacy;
 - Respect differences in cultural, ethnic, and family backgrounds;
 - Encourage decision-making abilities;
 - Promote ways of getting along;
 - Encourage independence and self-direction; and
 - Use consistency in applying expectations.
- Behavioral guidance shall be constructive



in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

Forbidden Staff Actions

The following actions are forbidden by staff:

- Use of physical punishment, such as: striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or using exercise as a punishment;
- Enclosure of a child in a small confined space or any space that the child cannot freely exit him/herself; however, this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children preschool age or younger for their intended purpose;
- Allowance of punishment by another child;
- Separation of a child from the group so that the child is away from the hearing and vision of a staff member;
- Withholding of or forced food or rest;
- Use of verbal remarks which are demeaning to the child;
- Punishment of a child for toileting accidents;
- Punishment through the application of unpleasant or harmful substances.

Suspected Child Abuse

All preschool staff members are familiar with the procedures for identifying and reporting child abuse and neglect. Per state licensing requirement, all preschool staff are deemed mandatory reporters and by law are obligated to report any suspicion of child abuse or neglect to the Social Services Office.

Discipline Policies and Procedures

All students are expected to abide by the Code of Conduct (page 11). If behaviors that are not in compliance with the Code of Conduct are observed by the staff, the following basic steps will be followed.

For *Non-Physical Misbehavior*: (examples include yelling at teachers, grabbing toys from other children, repeatedly not following instructions):

- We use the quiet thinking time system. We will explain to the child why they are in the quiet thinking time, count 1-2-3, and then quiet thinking time is used.
- If it happens more than once during the day, we will notify the parent.

For *Physical Misbehavior* (examples include hitting, kicking, biting):

- Immediate notification of parent (serious bite could mean immediate dismissal from program).
- Conference with Lead Teacher and parent along with written warning. Preschool Manager will also be notified.
- Subject to dismissal by both Preschool Manager and lead teacher.

NOTE: Any of these steps may be modified based on the severity of a child's behavior.

Program Suspension and Dismissal Policy

Suspension and/or dismissal from the program may result when serious disciplinary

challenges such as, but not limited to, failure to abide by Code of Conduct including; hitting, biting, inability to participate within established ratios, or unable to stay with the group. In these types of situations the following procedure will be followed:

- **First Offense** – Written Warning (Teacher will talk to child & notify parent)
- **Second Offense** -Child sent home from program followed by a conference with parent, child, Teacher, & Preschool Manager
- **Third Offense** – Determine next course of action up to and including suspension or dismissal from the program.

This policy can be modified at the discretion of the Children's Program Manager and/or Preschool Manager based on the severity of a student's behavior. In the cases of suspensions and/or dismissal, refunds will not be provided.

Dismissal from program may also result from non-payment and/or repeated late payment of program fees. Payment is expected by established registration dates (see page 5 for Payment and Refund Information). Preschool staff will give parents /guardians a verbal and written reminder that payment is past due. Late fees will apply for payments not made by the first of the month and restriction of attendance and/or forfeiture of enrollment will apply to unpaid balances beginning on the fifth of the month.

Preschool Code of Conduct

We understand that all behaviors, positive and negative, have a function. Children exhibiting inappropriate behaviors are usually trying to escape something (i.e. an activity such as circle time) or to obtain something (i.e. a toy or attention from a classmate or teacher). It is important to our teaching staff that we determine the reason for a child's behavior so that we can teach an appropriate replacement skill to help the child get his/her desired result.

Preschool staff will take the time to speak with children about their feelings that led to the inappropriate behavior. Preschoolers will be encouraged to use their words to express their feelings and solve their problems. Staff will help children verbalize their feelings and facilitate conflict resolution and problem-solving when necessary.

Preschool staff uses a variety of age-appropriate, research-based behavior intervention strategies including:

- Maintaining realistic expectations of children.
- Providing clear and simple limits.
- Preventive practices.
- Modeling appropriate behaviors.
- Positive redirection.
- Teaching of replacement skills.
- Conflict resolution /Problem-solving techniques.
- Providing logical and natural consequences for children's actions.
- Removing children from the situation until individual counseling is possible.

Unacceptable behaviors are

- Biting
- Hitting
- Destruction of property
- Inability to stay within group/classroom
- Non-participation

Preschool staff strive to maintain consistent and open communication with families regarding the progress of their students. You may be notified of minor behavioral incidents in the following ways: email, telephone, written communication, or in person. A disciplinary report will be required for more serious incidents. In this case, you may be asked to come in and discuss the incident with your child's teacher and the Program Manager.

Should a child's behavior become a consistent challenge, the parents/guardians will be contacted to schedule a conference where next steps will be defined. Extreme behavioral situations that continue, despite all efforts, will be referred to the Program Manager and the Children's Program Manager.



Preschool Managers reserve the right to suspend or dismiss a student from the preschool program if the child cannot meet the basic participation skills, continually violates the Code of Conduct, and/or endangers themselves, classmates, or staff. Every effort will be made to provide appropriate accommodations. The Preschool Manager reserves the right to forgo the Disciplinary Action Process and commence immediate suspension/dismissal of a student based on the severity of the behavior.

Child Care Verification and Tax Information

The Prince William County Department of Parks and Recreation issues receipts for all registrations and payments paid for preschool. If documentation of payment for child care expenses is required for tax purposes or reimbursement, it is your responsibility to retain all receipts. Copies of your receipts and a Child Care Statement can be found under MY ACCOUNT once you log into your online registration account at parksandrec.pwccgov.org/wbws/webtrac.wsc/login.html. All Child Care statements are printed with our Tax ID number. The County's Tax ID number is 54-6001531.

☐ ePACT Registration Form

- ☐ Child Information filled out completely to include the following:
 - ☐ Name
 - ☐ Nickname (if applicable)
 - ☐ Gender
 - ☐ Birthdate
 - ☐ While not required, a photo of the child is strongly encouraged
- ☐ Parent/Guardian Information filled out completely to include the following:
 - ☐ Name
 - ☐ Home address
 - ☐ Phone
 - ☐ Employer
 - ☐ Work (employer) phone number (For the purpose of contacting the employer of a parent/guardian if parent/guardian cannot be reached directly. Please enter N/A if there is no option for the employer to be reached)
 - ☐ If there is only one parent/guardian for the child, a second parent/guardian must be created with the name listed as N/A and the address/phone number of the single parent/guardian.
- ☐ Child's Physician
 - ☐ Name (if the child has a primary doctor, please list his/her name rather than the name of the practice/office)
 - ☐ Address
- ☐ Emergency Contacts (minimum of 2 and CANNOT be parents or legal guardians)
 - ☐ Name
 - ☐ Address
 - ☐ Phone Number
 - ☐ Relationship to Child
- ☐ Pick-up/No Pick-up List
 - ☐ Individuals other than parent/guardian and emergency contacts who are authorized to pickup the child)
 - ☐ Appropriate legal paperwork is required to be on file when the custodial parent requests child not be released to the other parent.
- ☐ Allergies/Medications (if applicable)
 - ☐ List allergies/intolerances to, and religious preferences for food, medications, or any other substances
 - ☐ List actions to take in an allergy emergency
 - ☐ Medications must be labeled with child's name in original packaging.

□ Health Records

- Child's Physical- uploaded to ePACT
 - Must include physician's signature and be completed within 1 year of the school start date
- Child's Immunization record- uploaded to ePACT
 - Must contain physician's signature and be completed withing 1 year of the school start date
- Virginia School Entrance Form (can be used to replace physical and immunization records)- uploaded to ePACT
 - Page 1 completed with parent name, signature, and proper checkbox selected
 - Physician's signature on pages 2 and 4 and must be completed within one year of the school start date
- Allergy Action Plan Form- uploaded to ePACT (if applicable)
 - Must be completed for ALL allergies (food, bees, pet dander, etc.)
 - Signature of parent and physician required for all epi pens and medication
- Asthma Action Plan Form- uploaded to ePACT (if applicable)
- Medication Authorization Forms- uploaded to ePACT (if appliable)
 - Applies to prescription and non-prescription medications
 - Must be signed by parent/guardian
 - If medication is required to be administered for longer than 10 business days, form must contain a physician's signature
 - All medication must be labeled correctly and in the original container

□ Age Verification

- Provide center with an original (copies/uploads not accepted) age verification document in-person.
 - Acceptable documents are birth certificate, passport, Or Virginia state ID card

□ Payments

- Enrolled in optional ACH payment plan (credit card or bank draft) OR
- First month balance paid in full by August 1, 2024

***** All above items must be completed prior to your child's first day of preschool attendance. *****



2024-2025 School Year Preschool Tuition Due Dates

August 1
October 1
November 1
December 1

January 1
February 1
March 1
April 1
May 1

- Tuition for preschool programs is due the 1st of every month and can be paid at the Front Desk or online. ACH payments will be drafted on the 15th of the preceding month.
- A late fee of \$50.00 will automatically be added to your account if payment is not received by the 1st. Beginning on the 5th of the month students with an unpaid balance will not be permitted to attend the program and may forfeit their enrollment to a wait listed student.
- A \$50.00 fee applies to each check and EFT returned by the bank for insufficient funds on closed accounts.
- Families choosing to leave the program for any reason and wishing to re-enroll at a later date—the \$50.00 registration fee will apply with the full month tuition. Re-enrollment is dependent on available space.
- A \$10.00 multiple child discount will be given for each additional child in the same family. Full fee applies for the first child enrolled. Siblings must be registered at the same program site to receive discount.
- If you need to cancel from our program, a two-week written notice is required. In the case of a refund, a \$50.00 cancellation fee will be charged. Registration fees are non-refundable.

Please note: If a two-week notice is not provided, fees are not refundable.

PRINCE WILLIAM

Parks & Recreation

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PWCParks.org