

# Preschool Parent/Guardian Handbook

2026-2027

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 is dedicated to offering a high-quality program that fosters learning through play, all within a safe and nurturing environment. We provide thoughtfully designed experiences and opportunities that promote growth in all developmental areas: social, emotional, physical, and cognitive.

Our balanced curriculum includes a mix of structured and choice-based activities, incorporating whole group, small group, and individual experiences. We emphasize both teacher-directed and child-directed learning. Our classroom environments are carefully crafted to encourage exploration, interaction with peers and teachers, and engagement with a variety of learning materials.

The curriculum covers key areas such as dramatic play, blocks, art, sensory exploration, science, math, music, movement, language, and literature. Through these activities, we aim to inspire a lifelong love of learning in every child.

All of our preschool staff are highly trained

and meet or exceed state licensing requirements in education, experience, safety certifications, and background checks.

This handbook contains important information and forms related to our preschool policies and procedures. Please take a moment to review the contents, and if you have any questions, feel free to reach out to your Preschool Manager.

### Child Records and Registration

The Prince William County Department of Parks & Recreation (DPR) uses ePACT, an online system designed to securely store and manage medical, emergency, and participant information for all preschool programs.

ePACT streamlines the process for both customers and staff, ensuring that confidential information is maintained in a safe and secure manner. The system employs the same high-level security as online banking, with access limited only to administrators with assigned privileges.

Through ePACT, you can easily create your account, upload, and complete the required forms to provide DPR with the necessary information for your child(ren). You will also have ongoing access to the system to update your account as needed.

For administrators, ePACT offers quick access to essential participant information, reducing the need for paper records and supporting our commitment to sustainability. The system also allows for effective communication regarding program updates, alerts, and requests for information.

After registering for your chosen program, you will receive an email with a link to access the ePACT system. Use this link to complete and upload all required forms, including 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:**

- Make payment of all required program fees.
- Ensure you have received a receipt of registration
- Create an account with ePACT
- Complete and/or upload all required forms.
- Provide the original copy of your 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.
- Verify email and phone numbers.

## **Our Staff**

We are dedicated to providing your child with a safe environment, where classrooms are led by caring and experienced preschool staff.

Our team is passionate about children and learning! Along with their valuable experience, our staff meets or exceeds all training and certification requirements set by the Department of Education. To ensure the highest quality of care, staff participate in year-round training on topics such as behavior management, customer service, curriculum planning, inclusion, risk management, and child development.

Additionally, all staff members are certified in CPR, First Aid, and AED. They undergo criminal background checks, Central Registry Checks, and are required to complete training in anti-harassment, bloodborne pathogens, and daily health protocols.

*"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*

## **Curriculum and Philosophy**

The Prince William County Department of Parks & Recreation is committed to offering the best possible Preschool program. Designed for children ages 30 months to 5 years, our program provides engaging group experiences within a positive and safe environment. We believe that play is a child's primary means of learning and that young children thrive in small group and individual settings. As such, our play-based activities offer both choices and freedom of expression.

Throughout the program, letters, numbers, colors, and shapes are seamlessly integrated with daily activities in creative arts, music, and movement.

Our Preschool program provides valuable opportunities for your child to build a positive self-concept, foster creativity, encourage curiosity, support physical development, enhance communication skills, and develop foundational learning skills.

As part of the Prince William County Department of Parks & Recreation, our Preschool program is non-religious in affiliation.

## Participation Skills

Children enrolled in the PWC Department of Parks & Recreation Preschool must be the program age by September 30, 2026.

All children enrolled in a 3-K or Pre- K program must be potty trained. Potty training is not required, but encouraged for our Toddler Adventure 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, your request must be submitted no later than 21 days prior to the start of the program.

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



You can find more inclusion information and forms online at [www.pwcparks.org](http://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).

## 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 Voucher

If you enroll in one of our 2026-27 preschool classes by Friday, April 17, your family will receive a \$50 Play Money Voucher\*.

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 Voucher:

- The voucher will be sent via email by June 1, 2026 and must be used prior to September 30, 2026 (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 Vouchers.

## General Program Policies

### Transportation And Field Trip Policy

All transportation to and from the program site is the responsibility of 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 restrictions for religious reasons. All food 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 other 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.

## School Schedule

See calendar below.

## 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.

## Preschool Calendar 2026–2027

<b>September 8</b>	<b>First Day of School</b> <i>Preschool begins</i>
<b>September 21</b>	<b>Holiday</b> <i>Preschool closed</i>
<b>October 12</b>	<b>Preschool Closed</b> <i>Teacher Workday</i>
<b>November 2 – 3</b>	<b>Preschool Closed</b> <i>Teacher Workdays</i>
<b>November 11</b>	<b>Holiday</b> <i>Preschool closed</i>
<b>November 25 – 27</b>	<b>Holiday</b> <i>Preschool closed</i>
<b>December 21 – January 1</b>	<b>Winter Break</b> <i>Preschool Closed</i>
<b>January 18</b>	<b>Holiday</b> <i>Preschool closed</i>
<b>January 28 – 29</b>	<b>Preschool Closed</b> <i>Teacher Workdays</i>
<b>February 15</b>	<b>Holiday</b> <i>Preschool closed</i>
<b>March 10</b>	<b>Holiday</b> <i>Preschool closed</i>
<b>March 22 – 26</b>	<b>Spring Break</b> <i>Preschool closed</i>
<b>March 29</b>	<b>Preschool Closed</b> <i>Teacher Workday</i>
<b>April 16</b>	<b>Preschool Closed</b> <i>Teacher Workday</i>
<b>May 17</b>	<b>Holiday</b> <i>Preschool closed</i>
<b>May 28</b>	<b>Last Day of Classes</b> <i>Preschool ends</i>

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.

## 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 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 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 10). 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 (immediate dismissal from program is possible depending on severity of incident).
- 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, tele-

phone, 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/wbWSC/webtrac.wsc/login.html](https://parksandrec.pwccgov.org/wbWSC/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 within 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 applicable)
  - ▣ 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, 2026

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



# 2026-2027 School Year Preschool Tuition Due Dates

August 1  
October 1  
November 1  
December 1  
May 1

January 1  
February 1  
March 1  
April 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

14420 Bristow Road  
Manassas, VA 20112

703-792-7060

[PWCParks.org](http://PWCParks.org)