**WEE Care Guidelines For Parents**

**FALL Entrance – 2023-2024**

1. **Entrance Requirements**
	1. **Age: one, two, three or four years old before August 31, 2023**
	2. **Regular Medical Check-ups: Immunizations required by the public schools are required based on age appropriateness. Wake Forest Baptist WEE Care will allow NO exemptions to the immunizations. Registration is not complete until a medical form is on file.**
2. **Registration and Tuition:** The **REGISTRATION FEE** includes insurance

and a supply fee for the entire year. **All Registration Fees** are **NON-REFUNDABLE**.

 **Registration and Tuition fees for 2023-2024 are listed below:**

 **Class (per week) Registration Fee Monthly Tuition \***

 **(Sept. – May)**

 **1 year olds - One day $105.00 $105.00**

 **Two days $200.00 $200.00**

 **2 year olds- Two days $200.00 $200.00**

 **2 ½-3 ½ year olds-**

 **Two days $200.00 $200.00**

 **3 year olds- Two days $200.00 $200.00**

 **Three days $250.00 $250.00**

 **Five day $400.00 $400.00**

 **4 year olds - Four days $290.00 $290.00**

 **Five days $330.00 $330.00**

\*Monthly Tuition for Wake Forest Baptist Church members is **$5.00 less** **per month** than the amount listed above. The **Registration Fee** is the amount stated above. The registration fee covers school insurance and supplies.

**Tuition fees are due and payable on or before the first day of each month. Please note that the first payment is due by September 1st and the last payment is due May 1st. Accounts not paid by the 10th of the month will be assessed a $10.00 LATE FEE! If the account is not “current” by the 20th of the month, the child will NOT be permitted to attend classes until account is paid up.**

**Note: Checks, made payable to WFBC WEE, may be placed in the “Monkey” Tuition Box at the preschool, or they may be mailed to:**

 **WEE Care**

 **Wake Forest Baptist Church**

 **118 East South Avenue**

 **Wake Forest, N. C. 27587**

3- Limited scholarships are available for ages 3 & 4 and will be awarded based on severe financial need. **Scholarship applications must be submitted to the Director prior to June 1st preceding date of entry** into the program. After enrollment is complete, funds may not be available for further scholarships.

4- A **two week** **written notice** is to be given to the Director **if withdrawal** from the Pre-school is necessary during the school year. **Full tuition is due until official withdrawal, including the two week notification period.**

5- Parents will be notified prior to all off-site events and special programs at the

Preschool.

**6- Parents will be notified of carpool times by the classroom teacher**. If arrival

is after carpool hours, the parent needs to walk the child to his/her

classroom. This is a safety measure. **The teacher is to be given written notice if someone other than the regular person(s)** listed on the application is to pick the child up after school. **Carpool Tags, furnished by the teacher, must be used in the carpool pickup line (current year/color).**

7- A **WEE Care Parent Handbook** is available on our website.

**WAITING LISTS: When classes are full wait lists are started for each class. Wait lists are current year only and vacancies are offered to the first name on the list with consideration given to boy/girl ratios.**