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<http://www.elcviennapreschool.org>

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

Registration Information for 2021-22 School Year

We are currently going forward with plans to offer and fully enroll our 2s, 3s, and 4s PreK programs for the Fall, however, the ELP registration process is subject to change based on the conditions and guidelines relating to the Covid-19 pandemic. This registration packet consists of the following documents:

- Class, Tuition, and Fee Schedule (keep for your records)
- Registration Coversheet (1 page)
- Registration Form (4 pages)

Please keep the Class, Tuition, and Fee Schedule and return the Registration Coversheet and Form (total of five pages). Additionally, new students must provide proof of identity (typically a copy of a birth certificate or passport) as well as a physician-signed health form and immunization record. A registration fee of \$100 for single applicants, and \$90 for each additional child, must accompany each registration form. Please complete one registration form for each child. Additional forms can be download them from our website: <http://www.elcviennapreschool.org>.

ELP processes all school payments using Brightwheel, an educational platform that coordinates classroom management, health check-ins at student arrival, early childhood learning milestone assessments, and billing, among other things. **Due to the current pandemic protocols, our building is limited to students and essential staff only and we regret that we are unable to welcome visitors or accept hand-delivered paperwork at this time.** Recently, we have noticed significant delays using USPS, both at the preschool as well as from personal experience. We greatly prefer and encourage all applicants to return completed registration paperwork to our preschool email address, and process online payments through Brightwheel. Upon receiving your registration form, you will receive an invitation to join Brightwheel and set up a payment option. The registration fee processed by your bank's ACH transfer or using a credit card through Brightwheel's secure system is PCI Level 1, the most stringent level of certification for information encryption. In addition to handing tuition payments and reimbursement reports, Brightwheel is ELP's primary tool to navigate the challenges of some of our new health and safety operating protocols, to support your child's classroom experience, and to stay connected with our families.

We will make a one-time exception to accept registration forms and checks by postal mail for a limited window of time. We have no control or responsibility for USPS delays, lost mail, or misdeliveries, and how that may affect your child's registration or class placement. Proof of identity and health forms can be submitted at a later date, prior to starting school. Registration confirmations will be made entirely through email. Documents may be emailed to emmauelpreschool2@gmail.com.

In-house registrations will be given priority over the general public. We will begin accepting forms from our currently enrolled/ in-house candidates for our rolling admission process from Thursday, January 7th through Tuesday, January 26th at 12 noon. These in-house registrations include the following:

1. Children of ELP staff, church staff, and active ELP board members
2. Currently enrolled children, their siblings, and alumni siblings
3. Children of members of Emmanuel Lutheran Church

Every child who is currently enrolled at ELP (including any newly enrolling siblings) who applies before Tuesday, January 26th at 12 noon, will receive placement in a class for the next school year. If applying after that time, placement is not guaranteed.

On Wednesday, January 27th we will begin accepting registration forms from the general public on a rolling admission basis, placing students in open classes until they are full. Any registrations received after January 29th will be processed on a first come, first served basis. We will keep a waiting list of students once classes are full.

We fill 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. We will send an email confirming placement in our preschool, but we are not able to confirm specific teachers at this time. Staffing and class lists are finalized and published generally the first week in August.

The registration fee, without exception, is non-refundable. It 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.

Please call the Emmanuel Lutheran Preschool office at 703.938.6187 or email us at emmanuelpreschool2@gmail.com if you would like any further information.