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<http://www.elcviennapreschool.org>

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

## Application Information for 2022-23 School Year

Registration to enroll 2 ½, 3, and 4 year old children for admission this 2022-23 school year begins on January 18, 2022. As part of our continuing pandemic mitigation protocols, we offer classroom cohorts, universal masking, and increased open air activities and classroom ventilation. We are handwashing more often and disinfecting toys and surfaces regularly. We follow CDC and VDOE guidance to maintain a safe and healthy learning environment. Our staff is fully vaccinated and prepared to warmly welcome your child to our experiential, developmentally appropriate play-based preschool program. This application packet consists of the following documents:

- Class, Tuition, and Fee Schedule (*keep for your reference*)
- Application Form (*6 pages*)
- Virginia School Entrance Health Form (*mandatory for new students, re-enrolling students are encouraged to submit an updated well check-up report and vaccination record each year*)

Please keep the *Class, Tuition, and Fee Schedule* and return the *Application Form*. (The first 5 pages must be submitted now. The last *Getting to Know Your Child* page can be returned in August or just before the start of school so as to reflect the most recent information.) 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 fee of \$100 for a single student, and \$90 for each additional child, must accompany each application. Please submit a separate application form for each child. Additional forms can be downloaded from our website: <http://www.elcviennapreschool.org>. Enrollment will be confirmed by email.

ELP processes all school payments using Brightwheel, an education platform that facilitates tuition invoicing and payments, health check-ins at student arrival, shares classroom news, activities, and photos, tracking learning milestones and assessments, and real-time messaging, among other features.

**Due to the current pandemic protocols, our building access is limited to students and essential staff only. We regret that we are unable to welcome visitors and regular tours at this time. We will offer Parent Orientation sessions for families outside of school hours. More information will be provided on our website.**

We encourage all families to return completed application paperwork to our preschool email address, and process online payments through Brightwheel. Upon receiving your application form, you will receive an invitation to join Brightwheel and set up a payment option. The application fee processed by your bank's ACH transfer or paid with 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 our health and safety operating protocols, to record and share your child's classroom experiences through regular observational notes and photos, and to communicate with our families through direct text messages and monthly newsletters.

Current students and incoming siblings are offered priority registration. We will begin accepting these "in-house" applications for our rolling admission process from Tuesday, January 18th through Friday, January 28<sup>th</sup> at 12 noon. These in-house registrations include the following:

1. Children of ELP staff, church staff, and active ELP advisory team 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 Friday, January 28<sup>th</sup> at 12 noon, will receive placement in a class for the next school year. If applying after that time, placement cannot be guaranteed.**

On Monday, January 31<sup>st</sup>, we will begin accepting application forms from the general public on a rolling admission basis, placing students in classes until all openings are full. Applications will be processed on a first come, first served basis, using the timestamp of email delivery to determine placement order. 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 application 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](mailto:emmanuelpreschool2@gmail.com) if you would like any further information.