

Viroqua Children's House Montessori Preschool

411 S East Ave. Viroqua, WI 54665 Tlf: (608)637-3522 Email: childrenshouse.jessica@gmail.com

2023-24 Summer and School Year Enrollment

2023 Summer Program: June 12 - Aug 18

2023-24 School Year: Sept 1 – May 24

For the time being we will have the following maximum group sizes:

Playschool North and South: 6-7 Toddlers (1-3 years)

Preschool: 12 Preschoolers (3-5 years)

School aged group: 10 children (5-10 years)

Early Enrollment:

The early enrollment window will be shorter this year, as we need to figure out this summer a little bit earlier than usual. Current families can **enroll from now through March 17th**, and not pay an enrollment fee. You can still enroll after March 17th, but you pay the late enrollment price instead. The enrollment fee is waived for current families who register early. It is needed for all new enrollees, and continuing students who register after Friday, March 17th.

Once current families have their desired schedules, we open enrollment to new families in this order: families on the waiting list, and then new families. New families can send in the enrollment with \$25 waiting list deposit before March 3rd to be considered among those first considered when it opens up.

The groups for the summer will be released in late March, and the school year groups in early April. This is after Viroqua Area Montessori School has their enrollment drawing in March, so you should know if your child got in to Pre-K or not. We want to make sure that our current families have their plans set before they give up their child's spot. Once the initial groups are made, we will extend enrollment to returning families and those on the waiting list.

On the Schedule Request Form, fill out what is relevant to your family. If you are enrolling for the summer or fall only, you can cross out the other section. Seasonal enrollment is dependent on available space, and there are no guarantees, but a child that takes the summer off can usually still get in in the fall if you enroll early. You may put in any scheduling request you desire, which we will consider according to the criteria outlined under the title: Priority.

Scheduling: Based on our observations on greater confidence and progress for children who attend at least 3 days per week, we are offering 3, 4, or 5 day attendance.

Plan an attendance schedule that is realistic for your family. When children are picked up late, a staff member has to stay late to keep the group in ratio. This is an extra expense for the school, and an inconvenience and disruption of the staff member's personal time.

Drop off times:

7:30 or 7:45 = Early arrival

8:00 or later = Regular arrival

Pick up times:

3:30 Regular pick up

4:30 Extended day

Optional add-on days: You can use make-up days to add attendance days, as they are available. We also have optional days for older siblings and 4K students, when the public school is closed. Contact Jessica for more information.

GROUPS AND ENTRANCE REQUIREMENTS:

Playschool North and South (1-3 years): Our entrance requirements are that a child be at least one year old, and able to get around. To be fair, we will consider making exceptions for children with special needs, if we can accommodate on a case by case basis. Children in this group are just starting to work on basic life skills, and the routine is slow and clear.

Preschool (2.5-5 years): Children joining the preschool group generally have gained an ability to focus on their work, and are able to communicate their needs. If your child is currently in one of the playschool groups, the teachers will communicate with each other about the child's readiness, and they will be moved up when they seem solidly ready. If your child is joining us anew, and is a young 3, it is more difficult to evaluate readiness, and we will consult with you about their development to try to find the best fit.

Generally, if your child will be 3 before the session begins, they can enroll in the Preschool group. If they will be turning 3 during the course of the summer, they should join the Preschool in the fall. If your child is not yet 3, they will normally start in a playschool room, and possibly move up to the preschool in January, subject to availability and determination of readiness. If there are too many children for the Preschool to include them all, the children's readiness will be evaluated, and the balance in the classroom considered.

It is recommended that a 4-5 year old going into the Children's House classroom at VAMS in the fall stay with the **preschool** group for the summer session, when possible. This allows for continuity of peers and similar classroom structure and expectations.

School Age program (5-9 years): We will be offering a summer program for this age group. The group dynamic is a major consideration for this age group, and we will try to maintain a balance. For a child who is older than the average child in the group to be considered, we must feel that they would be a positive role-model for the younger kids in the group. This group is for children ages 5 and above, who have completed their kindergarten year at VAMS, or are going into kindergarten but are enrolled in a school other than VAMS.

If you have a child who will be 4 by Sept 1st, you may be considering enrollment in the public school. The 4K program runs 4 days per week (M,T,Th,F). We have a limited capacity to offer Wednesday only attendance. These children will spend much of their time with the preschool group. Remember to include this on your enrollment document if you have a 4 year old, and are interested in this option.

We will also be offering an after school program in the fall, in which the children ride the bus after school, and their teacher will meet them at the bus stop, which is at Pleasant Ridge Waldorf School. They will walk back to our program, have a snack, and play outside until pick up time at 4:30.

Priority:

1. Currently enrolled families are given priority over new families. Siblings get priority.
2. Previously enrolled families are given priority on the waiting list, and will be arranged from oldest to youngest.
3. Those who request full-time attendance (4-5 days) are given priority over part-time attendance (3 days). A request for part-time attendance can trump a request for full-time attendance only if all of the following:
 - The student is currently enrolled
 - The schedule works out well with another family, so that there are no gaps
 - One of the days requested is a Monday or a Friday
 - The child requesting full time attendance is a new family
4. Children of our employees may be scheduled on certain days/at certain times according to the parent's schedule.
5. Lower income families might be prioritized, in order for us to participate in the CACFP food program, which requires 25% of those in attendance to qualify for Free and Reduced benefits.
6. If there is still question on who can join the program after these factors are taken into account, we will look at the date the application was received, as well as considering the balance of age, gender, and personality in each group.

New students: If there are openings in the groups once currently enrolled students have been scheduled, the spots will be opened up to families on the waiting list. Siblings are at the top of the waiting list, arranged from oldest to youngest. We will check to see who's ready to start in that session, and offer the spot. If no siblings are ready to fill a spot, it will be offered to a new family on the waiting list.

If the program is full, and your child is not currently on the waiting list, you will receive notification that your child's name has been put on a waiting list. Should a spot open up, we will contact the first family on the list by phone and email, and

you will have one week to respond before the spot is offered to another child. The enrollment check for those on the waiting list will not be cashed until a spot is offered and accepted.

30 day trial period: Each new child will have a 30 day trial period, to ensure that the child functions well in our program. At any time in this first month the program or the parent can discharge/withdraw a child if it is not working out. The enrollment fee and tuition are non-refundable, but the next month's tuition will not be required. The decision to discharge a child will not be made lightly. See the Policies and Procedures for more detail.

Withdrawal: We require 30 days notice if you want to decrease your child's attendance or withdraw them from the program. If we get shorter notice than 30 days, you may be asked to pay half of the next month's tuition. We need time to arrange for another child to take their place, and avoid a budget shortfall.

Tuition payment and make-up days: Tuition is due monthly, in the first week of the month unless another arrangement has been made. To make an arrangement for an alternate monthly payment date or split payments, contact Jessica at childrenshouse.jessica@gmail.com. After the 16th, you will receive an email reminder and there will be a fee of \$25 added to your balance. If you contact Jessica before the 16th to arrange another payment date, no late fee will be added.

If there is an overpayment, the credit will go forward onto your next month's invoice. The preferred payment method is by ACH transfer, or a check brought to the school. Your child's price is a flat fee, no matter how many days the month has or how much school your child misses. You may contact Jessica in the case of numerous or extended absences to discuss a special situation. We need a minimum of half tuition to save a child's spot for a missed month, if known in advance.

We do not offer tuition reductions or refunds for missed days, but rather we encourage you to take advantage of make-up days. If your child misses a day due to: sickness, a family emergency, or an unplanned school closing, they will receive credit for a make-up day. Voluntary absences initiated by the family are only eligible for make-ups if the days are opened up on our calendar 2 weeks in advance. Ask your child's teacher for guidance.

If you need care every weekday, choose 5 day attendance. With this option you pay a lower rate, as make-ups are not available. If you want full-time attendance, but have some flexibility and want the opportunity to earn and use make-up days, 4 day attendance is great for this.

WI Shares Subsidies: If tuition seems unmanageable, we encourage you to look into WI Shares Subsidies, which is a program of great help to many of our low income families. More information can be found at <https://dcf.wisconsin.gov/wishares/eligibility>. Start this process early, it can take weeks to figure out how much help you'll be getting. Another option in addition to this is discussing labor trade possibilities with Jessica, or alternate payment schedules. Some families like to split their tuition into two monthly payments, or pre-pay some at tax time, for example. You will need our provider number, which is: 5000586815/001

Non-Discrimination Policy: At VCH we value diversity among our students and their families. We extend our services to children of any race, ethnicity, religion, lifestyle, mental/physical disability, and gender identity. No child will be denied admission solely on the basis of any of these factors.

The parents of any eligible applicant with special needs will provide the school with as much information as possible. The child will be admitted if, after careful evaluation of the child's care needs and the preschool's capabilities to meet these needs, it is felt that the child can participate in and benefit from the program, and we can make reasonable accommodation to provide safe care to this child as well as to the other enrolled children.

Questions?

Jessica Anderson is the owner, and administrator of the Viroqua Children's House Montessori Preschool. She is the one to contact if you have any questions about enrollment, tuition, staffing, or facility. The best way to contact Jessica is through email: childrenshouse.jessica@gmail.com, or, for more pressing issues you can call her at (608) 606-4629.

This sheet is yours to keep.

2023-24 Calendar

* School closed

Summer:

June 5 - June 9: Summer Break 1*
 June 12: First day of summer session
July 4,5: Independence Day*
 Aug 18: Last day of summer session
Aug 21-25: Summer break 2*

Fall:

Friday, Sept 1: First day of school
Monday, Sept 4: Labor Day*
 Oct. 31: 3:30 Costume parade
 Nov.6-21: Conferences, open
Nov. 22-24: Thanksgiving Break*
Dec.22- Jan. 1: Winter Break*

Winter/Spring:

Tues, Jan. 2: Welcome back!
 February: 2024-25 Enrollment
Mar. 29- Apr 1: Spring Break*
 Apr. 8-26: Conferences, open
 May 24: Last day of school year
 Graduation potluck 4-6pm

Monthly Tuition Rates

Playschool (1-3 years)

<u>Under 2</u>	<u>3:30</u>	<u>4:30</u>	<u>Over 2</u>	<u>3:30</u>	<u>4:30</u>
3 days	\$998	\$1131	3 days	\$960	\$1088
4 days	\$1200	\$1359	4 days	\$1147	\$1299
5 days	\$1405	\$1593	5 days	\$1346	\$1526

*Tuition decreases the month after a child's 2nd birthday

School-age group (5-10 years)

Summer, full days

	<u>3:30</u>	<u>4:30</u>
3 days	\$726	\$823
4 days	\$874	\$990
5 days	\$982	\$1113

Preschool (3-5 years)

<u>Over 3</u>	<u>3:30</u>	<u>4:30</u>
3 days	\$793	\$899
4 days	\$961	\$1089
5 days	\$1080	\$1224

After school care for 2023-24 school year

2 days	\$70/mo
3 days	\$100/mo
4 days	\$130/mo
5 days	\$145/mo

Early arrival for any group:

7:30 \$10/weekday scheduled= \$10-50 more per month
 7:45 \$5/weekday scheduled= \$5-25 per month

<u>Summer 2023 Tuition Calculator:</u>			<u>2023-24 School Year Tuition Calculator:</u>		
		Extended day?			Extended day?
Child 1 tuition:	_____	+	Child 1 tuition:	_____	+
Child 2 tuition:	_____	+	Child 2 tuition:	_____	+
Child 3 tuition:	_____	+	Child 3 tuition:	_____	+
Total tuition:	_____		Total tuition:	_____	
Sibling discount : Total x 0.85 =	_____		Sibling discount : Total x 0.85 =	_____	
Family total summer: June \$_____ July \$_____ August \$_____			Monthly total school year: \$_____ per month		

Summer tuition may be prorated, if the child is participating in another program for part of the summer (VAS summer school, KVR summer ed). Contact Jessica to discuss scheduling.

After doing the tuition calculator, be sure to transfer your totals onto the last page, your enrollment contract. We will compare your calculation to ours, and contact you if there is a difference. This will ensure that I understood your scheduling request correctly, and help you avoid surprises on your invoice.

This sheet is yours to keep.

Viroqua Children's House Montessori Preschool

Enrollment Schedule Request Sheet

Please note: If your child will be in our school age group, please make a note if they will be attending summer school at Viroqua Area Schools, or will be with us all summer.

If you have a younger child, who is not yet one year old, you can pre-enroll them by including them on the scheduling request sheet. We will try to accommodate siblings starting later in the year, although we do not guarantee it. A child can start on or after their 1st birthday, and when they are able to walk.

Child's name: _____ Birthdate: _____

Classroom: ___ Playschool (1-3 yrs) ___ Preschool (3-5 yrs) ___ School Age(5-10 yrs)

Summer session 2023:

8:00-3:30 M T W Th F
8:00-4:30 M T W Th F

Early arrival 7:30 7:45

2023-24 school year:

8:00-3:30 M T W Th F
8:00-4:30 M T W Th F

After school M T W Th F

Early arrival 7:30 7:45

Is this schedule dictated by necessity (work, other scheduling considerations), or are you flexible? Desired start date?

Child's name: _____ Birthdate: _____

Classroom: ___ Playschool (1-3 yrs) ___ Preschool (3-5 yrs) ___ School Age(5-10 yrs)

Summer session 2023:

8:00-3:30 M T W Th F
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Child's name: _____ Birthdate: _____

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Early arrival 7:30 7:45

2023-24 school year:

8:00-3:30 M T W Th F
8:00-4:30 M T W Th F

After school M T W Th F

Early arrival 7:30 7:45

Is this schedule dictated by necessity (work, other scheduling considerations), or are you flexible? Desired start date?

Please bring or send this schedule request sheet, along with the contract (next page), and enrollment fee, to:

Viroqua Children's House 411 S. East Ave. Viroqua, WI 54665

2023-24 Enrollment Form and Participation Contract

Parent names: _____

Phone numbers: _____ Email: _____

___ I wish to enroll my child in the Viroqua Children's House. I have read and understand the 2023-24 Policies and Procedures Manual, and will do my best to abide by the expectations laid out in the document. This includes having a well-equipped child, being timely for pick-up, following our health policies, and returning all paperwork in a timely manner.

___ I have read and I understand the 2023-24 Health Policy from the Policies and Procedures Manual. I will not bring my child to the Children's House if it has been less than 24 hours after they have had a fever, vomiting, or diarrhea. I will not bring my child to school if they have been exposed to a serious communicable disease. I realize that constant mucus can be a big problem in a group setting. *If ever in doubt, I will call the preschool to discuss with my child's teacher, instead of bringing them to school to ask. I will always be honest with all Children's House staff about my child's symptoms and timeline.*

___ I understand that absences due to sickness, snow days, etc. can earn my child make-up days, and do not warrant a decrease in tuition. I also understand that in the event my child will be absent, it is my responsibility to call and let the teachers know what is happening. If no call is made, or if the teachers call me, no make-up day is given. Children who attend 5 days per week do not have an opportunity to make up days, and therefore will be offered a tuition reduction for more sustained absences only. Make-up days are transferrable between siblings.

___ I understand that VCH's regular hours are 8:00-4:30, and that if I need a longer day it is available on a scheduled basis from 7:30/7:45 am. If I am running late, I will call the school at (608)637-3522 and let the teachers know. I understand that late pickups with no call are charged at an extra cost of \$10, which is reduced to \$5 if you call and let us know when you will be coming. Any schedule change requests should be emailed to Jessica at childrenshouse.jessica@gmail.com.

___ I understand that Viroqua Children's House follows Viroqua Area Schools when it comes to weather-related closings. I will listen to the radio, check email or the VAS website, or download the VAS App and turn on notifications to stay in the loop. If school is 2 hours late, we open at 10:00 with 9:30 & 9:45 early drop off. If there is a weather-related early release, please come by the specified time. When evening activities are cancelled, we ask that everyone be picked up by 3:30.

___ I understand that tuition is due in the first week of each month unless another consistent date or split payments have been arranged with Jessica. On the 1st of each month, an invoice will be sent to your email from Quickbooks. You can click on the link on the invoice to see details of the account, and when your payment gets processed (typically within 1-2 days). You can also bring a check to the school, if preferred. There is no late fee if you communicate with Jessica about an alternate payment plan by the 16th.

___ I understand that some months will have more days than others, and regardless of how many days are offered in a month, tuition stays constant. Staff are paid for all scheduled days off and emergency closings, so our costs are very stable even when school is closed.

___ I agree to pay the specified tuition amount each month and understand that I need to communicate with Jessica for any changes in enrollment. 30 days notice is required for a decrease in attendance or withdrawal from the program. If shorter notice is given, and the spot is not filled you will be responsible for paying half of the next month's tuition.

Transfer your totals from Tuition Calculators on pg. 2:

Summer 2023 Tuition:

Family total summer June \$ _____ July \$ _____ August \$ _____

2023-24 School Year Tuition:

Monthly total school year \$ _____ per month

* → Signature: _____

Date: _____

ENROLLMENT FEE (PER FAMILY)

Early Enrollment, by March 17, 2023:

*No enrollment fee for current families!

*New families enrolling early pay \$25 wait list fee, and pay the rest when a spot is offered and accepted.

Regular enrollment, after March 17, 2023:

_____ Full year enrollment: \$100

_____ Summer 2023 only: \$25

_____ 2023-24 School year only: \$75

_____ Please send an online invoice for the enrollment fee

Waiting list enrollment:

\$25 to get on waiting list.

Desired start date: _____