

# PRESCHOOL Enrollment Forms

2024-2025



**Dear Current Families, Church Members and Community,**

We are excited to start the process of 2024-2025 enrollment for another successful Preschool year. Please look over the forms carefully while selecting your preschool classes. **Classes will be determined based on enrollment.**

All enrollment forms are accepted on a first come, first serve basis, with priority given to Village on Antioch Preschool families and Village Church members. **Open enrollment to the community begins Tuesday, February 20.** Confirmation of placement will be emailed or mailed by March 1. Admission policies are nondiscriminatory regarding race, color, religion, national origin, ancestry, physical handicap or sex in accordance with Kansas Civil Rights Statute K.S.A. 44-1009.

## **How enrollment works:**

- ❖ Forms will be **emailed** and **handed out** to current preschool families during preschool hours. Classes will be filled on a first come, first serve basis. The sooner you turn in your enrollment forms and enrollment fee the more likely you will get your preferred classroom.
- ❖ If you are a new family and would like to tour the preschool email [paula.benefiel@villagepres.org](mailto:paula.benefiel@villagepres.org) Tours will be scheduled during preschool hours between 9:00-2:00.
- ❖ New or current families may print the enrollment forms from our website [www.villageantioch.org](http://www.villageantioch.org) click on Preschool / Preschool Documents / 2024-2025 Preschool Enrollment Packet.
- ❖ Turn in all completed forms with your **NON-REFUNDABLE \$100 enrollment fee**. New families should mail or email forms to the preschool.
- ❖ Once your child has been placed, a confirmation letter will be mailed or emailed to you.
- ❖ Specific teacher and/or classroom assignments will not be known until mid summer

Director  
**Paula Benefiel**  
[paula.benefiel@villagepres.org](mailto:paula.benefiel@villagepres.org)

14895 Antioch Road  
Overland Park, KS 66221

913-681-1906 Preschool Office  
913-681-8180 Church Office  
[www.villageantioch.org](http://www.villageantioch.org)

# Village on Antioch Preschool

14895 Antioch Road, Overland Park, KS 66221  
 Preschool Office: 913-681-1906 / [www.villageantioch.org](http://www.villageantioch.org)  
 Paula Benefiel, Preschool Director  
[Paula.benefiel@villagepres.org](mailto:Paula.benefiel@villagepres.org)

Keep this form for a handy reference!

2024 / 2025 Fee Schedule:	
Preschool Hours 9:00—11:45am (ages 3-5)	
2 Day Preschool	T/TH \$160 per month
3 Day Preschool	TWTH \$240 per month
4 Day Preschool	M-TH \$320 per month
Extended Day –(lunch bunch) offered everyday your child attends preschool 11:45-2:00	
	\$65 per month Example: TWTH preschool & Tuesday Lunch bunch 240 + 65 = \$305.00 per month
Early Preschool Program 9:00am—2:00pm (ages 2 1/2—3 1/2)	
1 Day EPP	\$156 per month per day

## Tuition and Payment Instructions:

- \$100 Enrollment fee is due at the time of enrollment. **This fee is a NON-REFUNDABLE FEE.**
- **Make checks payable to:** “VOA Preschool” and write your child’s name on the “for” line of your check. Checks may be mailed or dropped off at the Preschool.
- **You may make preschool payments online:** Visit our website at [www.villageantioch.org](http://www.villageantioch.org). Select “Preschool—Pay Tuition” on the home page and follow the directions provided.
- Payments are to be made the **1st of every month beginning September 1—May 1.** There are a total of NINE payments for the school year. Tuition remains the same from September through May, regardless of the number of school days in the month. No refunds will be given due to illness, inclement weather, holidays or other conditions beyond the control of the preschool. If a child withdraws from school, **a written FOUR week notice must be given to the Director. The final tuition payment is due by May 1, 2025.**

## 2024 / 2025 Child Enrollment Information Form

Child's Full Name \_\_\_\_\_ Male/Female \_\_\_\_\_

Name we should use \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(month/day/year)

Preferred Contact Phone # \_\_\_\_\_

Preferred Email \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (city) (state) zip)

Child lives with: Both parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Guardian \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Cell # \_\_\_\_\_

Email address \_\_\_\_\_ Work/Home Phone # \_\_\_\_\_

Occupation & Company Name \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Cell # \_\_\_\_\_

Email address \_\_\_\_\_ Work/Home# \_\_\_\_\_

Occupation & Company Name \_\_\_\_\_

What is your first language? \_\_\_\_\_ 2nd language \_\_\_\_\_

Is parent/guardian a Village Church member? Yes \_\_\_\_\_ No \_\_\_\_\_

Siblings in the family and ages \_\_\_\_\_

Elementary School child will attend \_\_\_\_\_

In case of emergency OTHER than Parent contact \_\_\_\_\_

Phone # \_\_\_\_\_

Name(s) of those authorized to pick up child \_\_\_\_\_

Has your child been currently enrolled in a preschool/day out program? If so, where? \_\_\_\_\_

Please list any **pertinent medical history—ALLERGIES** that we should be aware of (diagnosis/severity)

If your child has a severe allergy that requires an EPIPEN, we MUST have one that can be left at school.

Is your child on any regular medications? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Specify: \_\_\_\_\_

## Preschool Photo/Video/Audio/ Consent Form

Dear Parents,

Please check one of the boxes below. We must have this form on file for your child. If you have any questions, contact **Paula Benefiel**, Preschool Director, at 913-681-1906 or paula.benefiel@villagepres.org

- I give my permission** for my child to be photographed, videotaped and/or audio taped during Preschool classes and activities. I understand that these pictures and/or sounds may be shared with the preschool children and their families, church membership, including use on our church website and class Facebook page. **No names will be listed with pictures.**
- I give my permission** for my child to go to other locations on the Church premises such as, sanctuary, nursery, walk outside, kitchen and throughout the Church building.
- I do NOT give permission** for my child to be photographed, videotaped and/or audio taped during Preschool classes and activities.

## Preschool Enrollment Consent Form

**I understand that:**

- the **\$100.00 enrollment fee is a NON-REFUNDABLE fee.**
- A **FOUR** week written notice of withdrawal from the program is required.
- Payments are to be made the **1st of every month beginning September 1—May 1**. There are a total of **NINE** payments for the school year. Tuition remains the same from September through May, regardless of the number of school days in the month. No refunds will be given due to illness, inclement weather, holidays or other conditions beyond the control of the preschool. If a child withdraws from school, a written **FOUR** week notice must be given to the Director. The final tuition payment is due by May 1, 2025.
- Preschool classes offered will be determined based on enrollment.

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**PARENT/GUARDIAN SIGNATURE**

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**PARENT/GUARDIAN PRINTED NAME**

# Preschool and Early Preschool Program Enrollment Classroom Choices

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(first) (last) (month/day/year)

Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- You must choose the appropriate class for your child's age.
- Classes will be determined based on enrollment.
- Registration is on a first-come, first-serve basis.
- A waiting list will be offered when all places are filled.

## Early Preschool Program—2 1/2 years of age by September 1, 2024

\$156 per month 9:00-2:00 Please check day(s) preferred

\_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday

## Preschool - 3 years of age by September 1, 2024 These classes will be filled with 3 and 4 year olds.

(Must be FULLY POTTY TRAINED—No pull ups)

\_\_\_\_\_ Tuesday/Thursday 9:00-11:45 (\$160 per month)

\_\_\_\_\_ Tuesday/Wednesday/Thursday 9:00-11:45 (\$240 per month)

\_\_\_\_\_ I'm interested in 4 day preschool on Monday?

## Pre-K: - 4 years of age by September 1, 2024 These classes will be filled with 4 and 5 year olds.

\_\_\_\_\_ Tuesday/Wednesday/Thursday 9:00-11:45 (\$240 per month)

\_\_\_\_\_ Monday/Tuesday/Wednesday/Thursday 9:00-11:45 (\$320 per month)

### Lunch Bunch:

Extend your preschool day 11:45-2:00 (\$65 per month per day, check your choice of days)

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday

Any additional information that may be helpful with classroom placement. \_\_\_\_\_

### This section to be completed by office staff:

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Enrollment Fee Paid: Yes \_\_\_\_\_ No \_\_\_\_\_

Paid: Check: # \_\_\_\_\_ Online Date: \_\_\_\_\_ Cash: \$ \_\_\_\_\_

Child's Name: \_\_\_\_\_

Congratulations! Your child has been placed in \_\_\_\_\_.

Tuition is due September 1, 2025 and will be \$ \_\_\_\_\_ per month.

