

Wee Three Kings Preschool Enrollment Checklist

Please return the paperwork listed below along with this cover sheet, and a check for May 2018 class tuition (along with Lunch Bunch and Little Explorers payment, if applicable) by **May 1, 2017** in order to reserve your child's placement at Wee Three Kings Preschool. May 2018 class tuition payment is non-refundable and will not be returned in the event you withdraw your child from Wee Three Kings Preschool.

Important Tuition Option: You will receive a 5% discount on the year's tuition (excluding Lunch Bunch) if your full payment, less the 5%, accompanies this information.

___ I am enclosing the required paperwork and payment to confirm my child's placement at Wee Three Kings Preschool for the 2017-2018 school year.

___ I am sorry, but at this time I would like to inform you that I have made other arrangements for my child, and he/she will not be attending Wee Three Kings Preschool for the 2017-2018 school year.

Items to be completed and returned to Wee Three Kings by May 1, 2017:

- May's class tuition payment (and Lunch Bunch/Little Explorers tuition, if applicable)
- Amount Due May 1, 2017: _____ (May 2018 tuition) **or** _____ (5% yearly discount).
- **non-refundable; receipt of this payment will ensure your child's placement.**
- Drop-Off/Pick-Up Authorization (Green Form)
- Information for Classroom Teacher (Purple Form)
- Child Enrollment and Health Information (Yellow Form)
- Enrollment Receipt (White)
- Photo/Video Authorization (White)
- Automatic Tuition Withdrawal form (if selecting this payment option)

Items to be completed and returned to Wee Three Kings no later than September 7, 2017:

- September's tuition payment and Lunch Bunch/Little Explorers tuition, if applicable
- \$60 Supply Fee (Preschool) or \$50 Supply Fee (Parent's Day Out)
- Medical Statement – this must be completed by your child's physician (signed and dated), and is only valid for one year from the child's exam date. (White Form)
- Child has current medical form on file: _____ Form is due: _____
- September's tuition, supply fee, and medical statement (if applicable) may be turned in at Teacher Meet & Greets/Open House at the **front desk** on September 6th & 7th.

Forms may be dropped off in person to the front office, Monday-Thursday, from 9:00 a.m.-3:30p.m on or before May 1, 2017. To return forms/payments when the Preschool is not in session, please mail to:

Wee Three Kings Preschool
6635 Loveland-Miamiville Road
Loveland, OH 45140

If you have questions, please do not hesitate to contact us by phone at 513-683-4256 or by email at w3kpreschool@gmail.com.

***PLEASE KEEP THIS ORANGE CHECKLIST FORM
ATTACHED WHEN RETURNING PAPERWORK***