



Registration Packet

2025-2026
School Year

Please read the following pages over carefully to avoid any misunderstandings. When completing the **registration form, please make two (2) choices.** We cannot guarantee which session your child will be placed in. We will do our absolute best to give you your first choice.

Who May Enroll:

Students must be 3 years or older on the day of first attendance. Students who are eligible for kindergarten must receive approval from the curriculum director. All students should be ready for a group experience and potty trained.

Preschool Program Hours:

A minimum of 2 days a week is required.

Session	Time
Half-Day (MON-THU)	8:30AM - 12:30PM
Full-Day (MON-THU)	8:30AM - 3:30PM

Registration Fee:

The **\$150 per student non-refundable registration** fee secures your child(ren)'s enrollment and is **due at the time of registration.** For those students applying for tuition assistance, the registration fee will be subsidized at the qualified rate and is due within 5 business days of your notice of tuition assistance eligibility.

By registering, you agree to pay the yearly cost of the program as outlined in this document upon receipt of your enrollment being confirmed by Roots and Wings. **The yearly cost may be paid in full or in monthly installments.**

Failure to complete required enrollment forms or to attend the program after acceptance to the program will **NOT** relinquish you from this commitment. If you should need to change your enrollment after receiving your confirmation, contact the office immediately.

Program Rates:

This is a contract between your family and Roots and Wings Child Development through June 5, 2026. The Board of Directors of Roots and Wings Community Preschool approved the following tuition and fees for the 2025-2026 school year.

Tuition rates for Half-Day sessions (8:30AM-12:30PM)

# of Sessions per week	School year cost (9 months)	Monthly Installment
2	\$4,257	\$473
3	\$6,156	\$684
4	\$7,893	\$877

Tuition rates for Full-Day sessions (8:30AM - 3:30PM)

# of Sessions per week	School year cost (9 months)	Monthly Installment
2	\$6,462	\$718
3	\$9,288	\$1,032
4	\$11,844	\$1316

Early Drop-Off Fee Schedule:

The Front Office Must be Notified	Early Drop-off 7:55AM -8:25AM
24+ hours	\$20 per day
Less than 24 hours	\$25 per day

Tuition Costs and Payments:

Tuition for the school year can either be paid upfront or distributed evenly over a nine-month period, and is **due by the 1st day of every month**. The monthly installment is payment toward the yearly cost. **There is no reduction of tuition due to illness, absences, or school closure days.** Any payment received after the due date will be considered late and will be subject to late fees. Payments may be made by cash, check, money order, or bank auto withdrawal (ACH). Students enrolling mid-year will pay a prorated yearly cost determined at the time of enrollment.



2025-2026 Preschool Program

It is your sole responsibility to deliver payments in a timely manner. Payments may be dropped at the front office during open hours, mailed to the school in advance, or delivered via your bank bill pay option. Keep in mind that the ACH can take up to 7 days to complete. You may be charged a late fee if payment is not received by the 1st. **An invoice will be provided by email** in advance of the due date that reflects all charges for the billing period. Please make sure that we have your correct email address. If you have any questions regarding the charges on your invoice, speak to the Administrative Assistant immediately.

Tuition, which is our greatest source of revenue, must be sufficient to ensure that Roots and Wings can offer salaries that attract and retain qualified teachers. Tuition prices are discussed and approved by the Board of Directors. However, we understand that preschool costs are expensive. If you are experiencing financial hardship, please email our front desk, info@rootsandwingspreschool.org at any time throughout the year to inquire about available tuition assistance funds.

Tuition Assistance:

Roots and Wings strives to serve the community and create ways to increase access to all families through equitable disbursement of tuition assistance funds. Through our Equitable Education Tuition Assistance Program, we are able to provide some assistance to those families that qualify.

A tuition assistance application must be filled out separately, and all supporting documents must be attached for consideration. Tuition assistance is calculated on a sliding scale and is applied on a first-come, first-served basis. The number of available tuition assistance spots is directly related to funding secured by private donors or grants received. Applications and assistance are managed confidentially.

Snacks & Lunches:

All students are to bring a healthy snack and lunch. Students enrolled in the Full Day program should bring two nutritious snacks and a lunch. If a snack and/or lunch is forgotten, a snack and/or lunch will be provided to your child and the cost of the snack and/or lunch will be charged to the next month's tuition bill. Meals are charged at \$5 per lunch and \$3 per snack.



2025-2026 Registration Form

How did you hear about us? ☐ Friend/Family ☐ Social Media ☐ Agency Referral _____ ☐ Other _____

Child's Name: _____ Age: _____ Birth Date: _____

Parent/Guardian 1: _____ Email: _____ Ph: _____

Parent/Guardian 2: _____ Email: _____ Ph: _____

Home Address _____

City _____ State _____ Zip _____

Circle the DAYS you would like your child to attend with **a minimum of 2 Sessions**

Choice #1	Choice #2
DAYS: MON TUE WED THU	DAYS: MON TUE WED THU
SELECT ONE: <input type="checkbox"/> AM:8:30AM-12:30PM <input type="checkbox"/> Full Day:8:30AM-3:30PM	

I (We) have read the information provided in this registration packet for enrollment in Roots and Wings Community Preschool. I (We) accept and understand this information and agree to the registration fee, tuition costs, and all fees as described in this document.

Parent/Guardian: _____ Parent/Guardian: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

**** Non-refundable registration fee of \$150.00 is due at the time of registration. Payments may be made by cash, check, or money order.**

--- OFFICE USE ONLY ---

Reg Amount Paid: _____ Date Rec'd: _____ Payment: _____ Ref# _____

Tuition Assistance Qualified: Yes No Tuition Assistance %: _____ Classification: _____

Sessions: MON TUE WED THUR (HALF /FULL) # of sessions: _____ Date: _____

Registration Cancelled Date: _____ Drop date: _____

Reason: _____

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