



Willowbrook Weekday Early Education (WEE) is a ministry of Willowbrook Baptist Church. WEE is a half day pre-school program that welcomes ages 6 months to Kindergarten. WEE's primary goal is to show every family and child the love of Christ while preparing every child for school success.

For more information, or to arrange a tour, please call 256-382-5150.

### About Us

- Loving Christian environment
- Two teachers in a classroom (except Kindergarten)
- All Staff background checked and CPR certified
- Exceeds DHR standards
- Video monitoring
- Morning and afternoon carline for all ages
- Developmentally appropriate curriculum
- Weekly Music and P.E. classes
- Weekly Chapel and large group Music
- Sensory Table Room and Block Room
- Interactive Bible Story time with a master storyteller
- Daily playground time (both indoor and outdoor facilities)
- Hours are 8:15am-12:30pm

### Registration Information

- Registration and Supply Fee: \$150.00 for the 1<sup>st</sup> child, \$75 for the 2<sup>nd</sup> child, and \$50 for the 3<sup>rd</sup> child
- K Curriculum Fee: \$100.00
- All fees and the first month's tuition are due at the time of registration
- Registration/Supply and Curriculum Fees are non-refundable
- WEE operates under a "month ahead" tuition schedule, therefore September tuition is due Aug. 1
- 10 total tuition payments
- Current immunization records required for all students

### 2020-2021 Classes and Tuition

Lambs (6 months by 9/1) Tuesday and Thursday, \$195/month  
 Lambs (6 months by 9/1) Tuesday, Wednesday and Thursday, \$230/month  
 Ducks (15 months by 9/1) Tuesday and Thursday, \$195/month  
 Ducks (15 months by 9/1) Tuesday, Wednesday and Thursday, \$230/month  
 Twos (2 years old by 9/1) Tuesday and Thursday, \$190/month  
 Twos (2 years old by 9/1) Tuesday, Wednesday, and Thursday, \$210/month  
 Threes (3 years old by 9/1) Tuesday, Wednesday, and Thursday, \$190/month  
 Fours (4 years old by 9/1) Monday-Thursday, \$210/month  
 Kindergarten (5 years old by 9/1) Monday-Friday, \$220/month



**Willowbrook WEE  
Registration Form  
2020-2021**

7625 Bailey Cove Rd.  
Huntsville, AL 35803  
256-382-5150  
wee@willowbrook.org

_____	_____	_____
Child's Name	Date of Birth	Age as of 9/1/2020
_____	_____	_____
Preferred name for use at school	Parent / Guardian Name	
_____	_____	_____
Sex	Parent / Guardian Name	

I request that the above child be enrolled for the 2020-2021 school year in the following class:

**Ages 6 months - Fours** : A non-refundable registration fee and the first month's tuition are due at registration. The registration fee is \$150 for the 1<sup>st</sup> child, \$75 for the 2<sup>nd</sup> child and \$50 for the 3<sup>rd</sup>.

- Lambs (6 months by 9/1) Tuesday and Thursday, \$195/month
- Lambs (6 months by 9/1) Tuesday, Wednesday, and Thursday, \$230/month
- Ducks (15 months by 9/1) Tuesday and Thursday, \$195/month
- Ducks (15 months by 9/1) Tuesday, Wednesday and Thursday, \$230/month
- Twos (2 years old by 9/1) Tuesday and Thursday, \$190/month
- Twos (2 years old by 9/1) Tuesday, Wednesday, and Thursday, \$210/ month
- Threes (3 years old by 9/1) Tuesday, Wednesday, and Thursday, \$190/ month
- Fours (4 years old by 9/1) Monday -Thursday, \$210/ month

**Kindergarten:** A \$250 Non-Refundable Registration / Curriculum Fee and first month's tuition are due at registration.

- K (5 years old by 9/1) Monday - Friday, \$220/ month.

Teacher or Friend Request: Please note, we do not guarantee any request. \_\_\_\_\_

How did you hear about our program? \_\_\_\_\_

Referred by: \_\_\_\_\_

_____	_____
Parent / Guardian Signature	Date
For Office Use Only: Enrollment Date _____	Ck # _____ Amount Paid _____

## WEE Policy Agreements

- All classes are 8:15-12:30.
- Morning carline is 8:15-8:30. After 8:30 you must walk your child to their class.
- Afternoon carline is 12:15-12:30.
- All necessary forms and immunization records must be submitted prior to admission to the program. Immunization records must be kept current.
- Tuition is due the 1st of each month.
- A \$20 late fee will be charged if payment is received after the 8th.
- No refunds will be made for holidays, illness, or inclement weather.
- A two week notice is required for withdrawal from the program.
- All 2's and under classes are nut free.
- All 3's and up must be fully potty trained prior to the first day of school. (No pull-ups)
- Special Needs Policy: If WEE feels we are unable to adequately meet the needs of a child for whatever reason, the parents may be asked to withdraw the child and will be issued a refund.
- All students must be up to date on vaccinations. WEE does not allow for religious exemptions.

I have read the above policies and agree to abide there in.

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Parent Printed Name

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Child's Name

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Parent Signature

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Date

### Individual Transportation Agreement

I understand that WEE is not responsible for my child until I have delivered him/her to the WEE staff at Willowbrook Baptist Church. I understand that only myself or a person authorized by me must sign my child out each day. I further understand that my child will not be released to anyone other than myself or the person(s) that I have authorized to receive my child.

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Signature of Parent / Guardian

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Date

**Willowbrook WEE**

**Application**

**2020-2021**

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**Personal Data**

Child's Name (preferred name for use at school) \_\_\_\_\_

Siblings Names & Ages \_\_\_\_\_

Parents' relationship to each other:    Married            Divorced            Separated            Single

Child lives with (please circle all that apply):    Mother and Father    Mother            Father            Other

If other, please list \_\_\_\_\_

If there are any legal arrangements concerning custody, please let the Director know.

Father/ Legal Guardian Name \_\_\_\_\_

Email Address \_\_\_\_\_

Home Address \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Please circle the number you would like us to call first in case we need to reach you.

Mother/ Legal Guardian Name \_\_\_\_\_

Email Address \_\_\_\_\_

Home Address \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Please circle the number you would like us to call first in case we need to reach you.

Family religious preference \_\_\_\_\_ Church Membership \_\_\_\_\_

# Child's Habits

## Play and Relationship with Others

Play interests \_\_\_\_\_

Favorite toys / lovey \_\_\_\_\_

Plays with other children (other than siblings) on a regular basis Yes / No Plays well with other children Yes / No

Plays well alone Yes / No Plays well with adults Yes / No Is it hard for child to share? Yes / No

Any other important information that might help us in working with your child? \_\_\_\_\_

## School and Daycare

Other than family members, has child been left in supervised care (ex: church, gym childcare) \_\_\_\_\_

Has your child been in school or daycare? Yes / No Name of previous school/daycare \_\_\_\_\_

## Eating

Good Appetite \_\_\_\_\_ Poor Appetite \_\_\_\_\_ Child feeds him / herself Yes / No

Child's Likes \_\_\_\_\_

Child's Dislikes \_\_\_\_\_

## Sleeping

Usual Bedtime \_\_\_\_\_ What time does he/she wake up? \_\_\_\_\_ Sleeps through the night? \_\_\_\_\_

## Dressing and Toileting

Can child dress self? Yes / No In what areas does he/she require help? \_\_\_\_\_

Child wears (circle one): diapers pull ups underwear Is child potty independent? Yes / No

What expressions does your child use to tell you he/she needs to use the toilet (or be changed, if in a diaper/pull up)? \_\_\_\_\_

## Development

Is speech clear to those outside family? Yes / No Does child tend to be strong willed? Yes / No

Is speech on appropriate age development level? Yes / No Is child self-reliant? Yes / No

Does the child receive any outside service? Speech? Yes/No OT? Yes/No Sensory? Yes/No

Explain: \_\_\_\_\_

Any particular fears or habits? \_\_\_\_\_

## Discipline

How is child disciplined? \_\_\_\_\_

Rewarded for good behavior? Please list. \_\_\_\_\_

Who is responsible for discipline? \_\_\_\_\_

Any specific problems? \_\_\_\_\_

**Willowbrook WEE**  
**Application (continued)**  
**2020-2021**

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**Releases**

**Photograph Permission Form**

I give WEE permission to use photographs for classroom use such as crafts, activities, cubbies, bulletin boards, etc. Yes / No

**Social Media Permission Form**

I give WEE permission to share photographs and / or videos of my child on the WEE Facebook page, Instagram page and the WEE monthly newsletter. WEE will *only post photos not names*. Yes / No

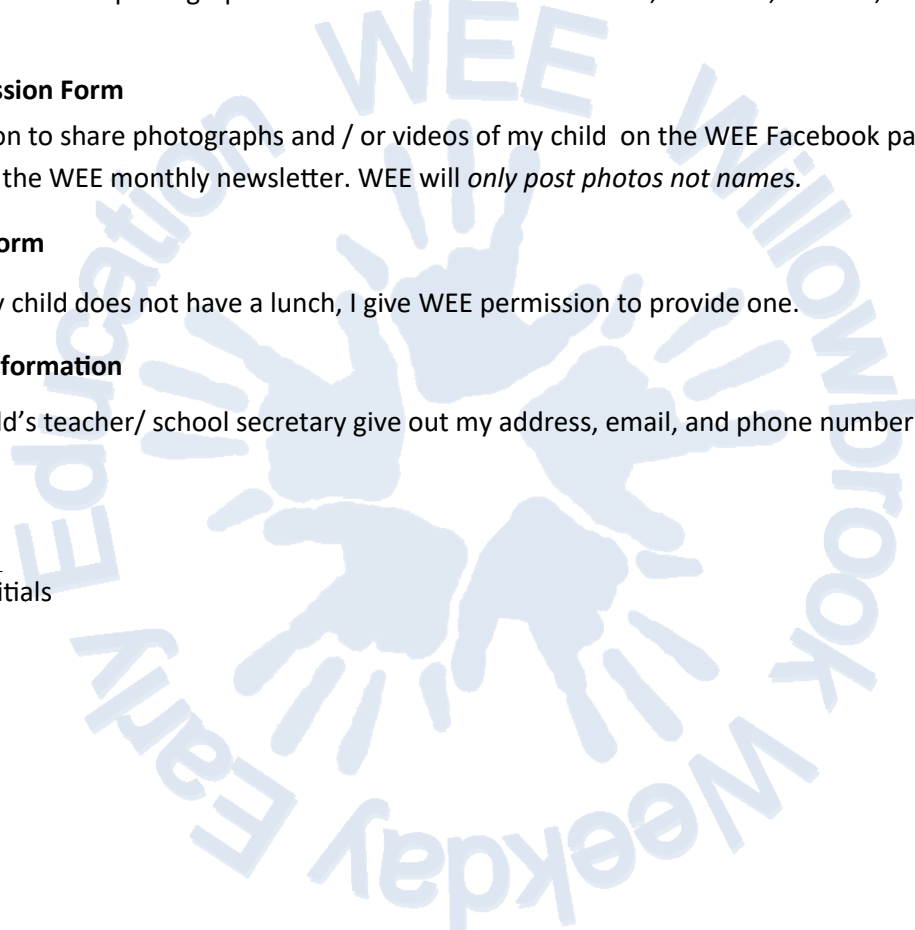
**Lunch Permission Form**

In the event that my child does not have a lunch, I give WEE permission to provide one. Yes / No

**Personal Contact Information**

I agree to let my child's teacher/ school secretary give out my address, email, and phone number to his/ her classmates. Yes / No

\_\_\_\_\_  
Parent/ Guardian Initials



# Emergency Contacts and Release of Child

## Persons to be contacted in an emergency if parents/guardians cannot be reached:

I authorize that my child, \_\_\_\_\_, can be released by WEE to the following persons, in addition to those already listed on this form. (Please initial here) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_



# Allergy and Medical Information

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

Allergies Yes / No

If yes, please list allergies, severity, as well as what our response should be.

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Are there any other medical conditions we should be aware of? Yes / No If yes, please elaborate:

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**Please note: In order for us to administer any medications (prescription, OTC, or diaper creams), we must have a completed Request to Administer Medication Form on file. Prescription and OTC medications must be labeled by a pharmacist. Request to Administer Medication Forms are available in the WEE office. All medication is stored in the Director's office.**

## Emergency Medical Care

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize Willowbrook Weekday Early Education to seek emergency medical treatment, including transportation for my child. I understand I am responsible for any emergency medical expenses incurred.

Initial \_\_\_\_\_

## First Aid

When necessary, WEE Staff will provide basic first aid. Please review the following and mark any or all medicines/ treatments **permitted** for use on your child:

- All are permitted**
- Cuts and Scrapes—hydrogen peroxide, polysporin and neosporin ointments, antiseptic washes/ sprays
- Itchy Bug Bites—Benadryl spray or cream
- Stings—Sting Kill Wipes (external anesthetic)
- Chapped Skin and Lips—Vaseline Petroleum Jelly
- Eye Irritation—Bausch and Lomb Eye Relief Wash

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date



**Willowbrook WEE**  
**Affidavit of Childcare Exemption**  
**2020-2021**

7625 Bailey Cove Rd.  
Huntsville, AL 35803  
256-382-5150  
wee@willowbrook.org

*State of Alabama*

*County of Madison*

Before me, a notary public in and for said state and county, appeared \_\_\_\_\_

Parent 's Name

and is known to me, after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child; \_\_\_\_\_

Child's Name

that affiant has been notified by Ashley Scott, a representative of Willowbrook Baptist

Weekday Early Education church/school, that said church or school has filed notice and is exempt under law from regulation by the Department of Human Resources.

\_\_\_\_\_  
Parent's Signature  
Parent/Legal Guardian sworn, or affirmed to and  
subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Notary Public: \_\_\_\_\_

Commission Expires: \_\_\_\_\_





## Sign up for important updates from A. Scott.

Get information for Willowbrook Wee right on your phone—not on handouts.

Pick a way to receive messages for Willowbrook Wee:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/ead9cke](http://rmd.at/ead9cke)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @ead9cke to the number 81010.

If you're having trouble with 81010, try texting @ead9cke to (614) 763-6217.

\* Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/ead9cke](http://rmd.at/ead9cke) on a desktop computer to sign up for email notifications.



## 2020-2021 WEE CALENDAR

Student Drop-in & Parent Orientation	Friday 8/7
9:00-9:30 Classroom Drop-in	
9:30-10:30 Parent Orientation (Willowbrook Venue)	
First Day of WEE	Monday 8/10
Labor Day	Monday 9/7
Fall Break	Mon. 10/5 - Fri. 10/9
Veterans Day	Wednesday 11/11
Thanksgiving Break	Mon. 11/23 - Fri. 11/27
Christmas Break	Wed. 12/16- Tues. 1/4
Last day of school	Tuesday 12/15
School Reopens	Tuesday 1/5
Martin Luther King Day	Monday 1/18
Presidents' Day	Monday 2/15
Spring Break	Mon. 3/29 - Fri. 4/2
Last Day of WEE	Thursday 5/20
Kindergarten Graduation @ 9:00	Friday 5/21