



Dear future WEE families,

First off, thank you so much for choosing WEE and allowing us the opportunity to love and teach your child during the 2022-23 school year. Unfortunately, because of the pandemic we are having to do many things differently this year to ensure the health and safety of our staff and students. This in turn impacts the way we are having to do registration for new incoming students. The following will outline the process of turning in registration paperwork and payment.

- WEE Registration opens to the public on Monday, February 7, 2022 with drop off being between 9:00-11:00.
- Current WEE Covid policy does not allow anyone to enter the building so all paperwork and payment will be taken outside at the main WEE doors. (the first set of doors under the pull through, non-sliding doors)
- Masks are required at all times for adults.
- WEE operates a morning carline from 8:15-8:30, so we ask that nobody walks up before 8:45 to enable our current families to drop their children off at school.
- Please park in any available spot and do not park under the pull through.
- There will be 2 stations set up at the WEE entrance. One for Lambs - 2 and one for 3 - Kindergarten.
- We ask that when you arrive you find your appropriate station.
- At drop off we are only collecting registration forms and payment. Turning items in does not secure your spot.
- We will notify everyone by 3:00pm on Monday if they have secured a spot or been placed on the waitlist. We want to double check our openings, especially for those with siblings, before informing someone they were accepted.
- For those that are placed on the waitlist, we will hold your paperwork on file. You will have 3 options concerning your payment, it can be shredded, it can be mailed back to you, or you may pick it up the next day.
- Our WEE secretary is a notary so she will be able to notarize paperwork after drop off.
- After Monday 2/7, to turn in paperwork and payment you will need to come to the main WEE doors and ring the bell for assistance between the hours of 9:00-11:00 Monday-Friday. Acceptance/waitlist emails will be sent out the same day as drop off.
- If you are unable to come between the hours 9:00-11:00, please call us at 256-382-5150 or email wee@willowbrook.org to make arrangements.

Again thank you for choosing WEE and we are all looking forward to a great 22/23 school year!
Many blessings,


Ashley Scott



2022-2023 WEE CALENDAR

Student & Parent Drop-in	Monday 8/8
First Day of WEE	Tuesday 8/9
Labor Day	Monday 9/5
Fall Break	Mon. 10/3 - Fri. 10/7
Veterans Day	Friday 11/11
Thanksgiving Break	Mon. 11/21 - Fri. 11/25
Christmas Break	Fri. 12/16 - Tues. 1/3
Last day of school	Thursday 12/15
School Reopens	Wednesday 1/4
Martin Luther King Day	Monday 1/16
Presidents' Day	Monday 2/20
Spring Break	Mon. 3/13 - Fri. 3/17
Weather Day	Monday 4/7
Last Day of WEE	Thursday 5/18
Kindergarten Graduation @ 9:00	Friday 5/19

Willowbrook WEE
Registration Form
2022-2023

7625 Bailey Cove Rd.
Huntsville, AL 35802
256-382-5150
wee@willowbrook.org
www.willowbrook.org/weekday-early-education

_____	_____	_____
Child's Name	Date of Birth	Age as of 9/1/2022
_____	_____	_____
Preferred name for use at school	Parent / Guardian Name	
_____	_____	_____
Sex	Parent / Guardian Name	
_____	_____	_____
Primary Phone #	Secondary Phone #	

I request that the above child be enrolled for the 2022-2023 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 1st child, \$75 for the 2nd child and \$50 for the 3rd.

- 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? _____

_____	_____
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 the WEE entrance.
- Afternoon carline is 12:15-12:30.
- All students must be up to date on vaccinations. WEE does not allow for religious exemptions.
- 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 closures or delays.
- 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 and fully potty independent 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 families must abide by the WEE Covid Policy and WEE Handbook.

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

Parent Printed Name

Child's Name

Parent Signature

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 in / 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.

Signature of Parent / Guardian

Date

Willowbrook WEE

Application

2022-2023

7625 Bailey Cove Rd.
Huntsville, AL 35802
256-382-5150
wee@willowbrook.org

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 / Toys _____

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

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

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

Eating

Good Appetite Yes / No 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)? _____

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

Is child meeting age appropriate milestones per the pediatrician? 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)
2022-2023

7625 Bailey Cove Rd.
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256-382-5150
wee@willowbrook.org

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.

Has your child been diagnosed with any speech, learning, developmental, or behavioral disorders? Yes / No

Explain. _____

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

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
2022-2023
(Form on Next Page)

Directions:

We are required by the Alabama DHR to have the following page signed, notarized, and on file.

Please fill in the top portion, sign, and date; WEE has a notary on staff. We will notarize the signed form.

Willowbrook WEE
Affidavit of Childcare Exemption
2022-2023

7625 Bailey Cove Rd.
Huntsville, AL 35802
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 _____, 2022.

Notary Public: _____

Commission Expires: _____