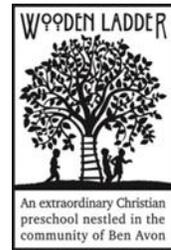


# Wooden Ladder Preschool Registration Packet



## Instructions

Please complete a registration packet for each child you would like to enroll. Include the non-refundable registration fee (\$40 per child/\$60 per family) with your child's paperwork in order to complete your registration and reserve your child's placement. **In order to secure your placement for the following year, parents enrolling current students and siblings, as well as church members who are enrolling students, must attend Closed Registration where AM and PM spots will be available on a first come first served basis. After placement of current students, siblings of current students, followed by CPCBA church members will be placed in available spots.** Any new students will be placed in available spaces during Open Registration. Wooden Ladder Preschool accepts Registration Packets for new students on an ongoing basis, and places new students on a waiting list until spaces are determined during Open Registration. **If you are registering a new student, you may drop off or mail Registration Packets and Registration Fee any time to the following address:**

**Wooden Ladder Preschool  
7501 Church Ave.  
Pittsburgh, PA 15202**

Wooden Ladder Preschool will send a confirmation letter to confirm your child's placement. Registration and class sessions (AM or PM) are available on a first come first served basis, beginning with current students, siblings of current students, CPCBA Church members' children, and new students.

## A Complete Packet includes the following:

- Registration Form
- Registration Fee (\$40 per student/\$60 per family)
- Emergency Medical Consent & Permissions Form
- Immunization Report from Pediatrician (New Students Only)

## Conditions

In order to register a child already enrolled, your tuition payment must be current. If your tuition payment is more than 1 month past due, you cannot register your child and placement will not be held for your child in the Wooden Ladder Preschool Program. To become current on your tuition payment, Wooden Ladder Preschool will only accept a cashier's check or money order. The preschool runs solely on tuition, and all tuition payments need to be current.

## Scholarship Application

If you are in need of a Scholarship, please contact the Financial Administrator for an application. Scholarship applications for the upcoming year must be submitted by May 1<sup>st</sup>.

## Tuition

The first of 9 payments is due on June 1<sup>st</sup>, before the start of the school year in order to retain your child's placement at Wooden Ladder Preschool. All payments are due the 1<sup>st</sup> day of each month of the school year. For example, payment 2 is due September 1, and the final installment, payment 9 is due April 1<sup>st</sup>. Please make checks payable to Wooden Ladder Preschool. If cash payments are necessary, you must request and receive a receipt at the time of payment as proof of the transaction. Please contact the Financial Administrator with any questions: 412-761-9195

## Overview of Programs

### WOODEN LADDER 2

*The Wooden Ladder 2 program is for children ages 2 to 3 years.*

This is a one day per week program meeting on Thursdays from 9-11:30 a.m. The class is limited to 6 students for every 1 teacher, with a total class size of 18 students. An additional WL2 section will be opened on Fridays pending enrollment. This introductory class helps children learn social skills, gain self-confidence, and exposes them to beginning concepts such as colors, shapes and numbers. Each class includes story time, song and dance, simple crafts, games and free play. The curriculum for the Wooden Ladder 2 program is Christian-based and encourages kindness, cooperation and sharing. The curriculum reinforces that God loves them.

- Tuition for this program is \$720 per school year or \$80 per month.

### WOODEN LADDER 3

*The Wooden Ladder 3 program is for potty-trained children ages 3 to 4 years.*

The class meets on Monday, Tuesday and Wednesday. The morning session meets from 9-11:30 a.m. and the afternoon session meets from 12:30-3 p.m. The class is instructed by a lead teacher and an assistant teacher. The classes are limited to 18 students. The Wooden Ladder 3 curriculum focuses on five developmental areas: Physical Well-Being and Motor Development, Approaches to Learning, Social and Emotional Development, Language, and Knowledge Acquisition and Cognitive Development. The children learn through large and small group activities such as circle time, directed centers, reading, writing, math, science, games and Christian education.

- Tuition for this program is \$1,350 per school year or \$150 per month.

### WOODEN LADDER 4

*The Wooden Ladder 4 program is a Pre-Kindergarten program for children ages 4 to 5 who will be attending Kindergarten the following school year.*

There are two Wooden Ladder 4 sessions, the morning session, 9-11:30 a.m., and the afternoon session, 12:30 to 3 p.m. This four day per week class meets Monday through Thursday. The class is instructed by a lead teacher and an assistant teacher. Each class is limited to 18-20 students. Like the Wooden Ladder 3 program, the Wooden Ladder 4 curriculum focuses on the five developmental areas. Wooden Ladder 4 is known as one of the best Pre-Kindergarten programs in the area. The teachers of Wooden Ladder 4 work to ensure that the children who complete Wooden Ladder 4 have all of the skills needed to enter kindergarten. Wooden Ladder 4 students are ages 4 to 5 whose families anticipate a transition to kindergarten the following year. The Pre-K class is staffed with a lead teacher certified in elementary/early education. Classes include beginning reading, writing, language arts, math and science concepts and skills. Learning takes place in small and large groups though directed centers.

- Tuition for this program is \$1,800 per school year or \$200 per month.

### WOODEN LADDER 4 (5 DAY)

*The Wooden Ladder 4 (5 Day) program is a Pre-Kindergarten program for children ages 4 to 5 who will be attending Kindergarten the following school year.*

The class is instructed by a lead and an assistant teacher. Each class is limited to 18-20 students, offered pending enrollment.

- Tuition for this program is \$2,160 per school year or \$240 per month.

Wooden Ladder Preschool 412.761.9195

[www.woodenladderpreschool.com](http://www.woodenladderpreschool.com) [woodenladderpreschool@gmail.com](mailto:woodenladderpreschool@gmail.com)

A program of the Community Presbyterian Church of Ben Avon  
7501 Church Avenue Pittsburgh, Pennsylvania 15202

# Wooden Ladder Preschool Registration Form

For the School Year beginning in September of the year \_\_\_\_\_

Please circle a program for enrollment:

WL2    WL3-AM    WL3-PM    WL4-AM    WL4-PM    WL4-5DayAM    WL4-5DayPM

## CHILD INFORMATION

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

Gender: M / F Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ School District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Please indicate any special information or concerns the teacher should know about this child:

\_\_\_\_\_

Siblings (Names/Ages): \_\_\_\_\_

Others in Household: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

email: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

email: \_\_\_\_\_

## OTHERS WHO MAY TRANSPORT YOUR CHILD TO AND FROM SCHOOL

Name and Phone: \_\_\_\_\_

Name and Phone: \_\_\_\_\_

## EMERGENCY CONTACTS (if parents are not available)

Name and Phone: \_\_\_\_\_

Name and Phone: \_\_\_\_\_

Child's General Health: \_\_\_\_\_

**\*Allergies (Specify Foods and/or Medications):** \_\_\_\_\_

Medication, Dosage, and Frequency: \_\_\_\_\_

Current or Chronic Illness: \_\_\_\_\_

Past Injuries or Illnesses Requiring Hospitalization: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wooden Ladder Preschool Emergency Medical Consent Form

**\*Please Note: New students must also submit an immunization report from the child's pediatrician prior to the start of the school year.**

## CHILD INFORMATION

Child's Name: \_\_\_\_\_ WLCClass: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

## EMERGENCY MEDICAL CONSENT

In the event of a medical emergency, I/we give permission to the Wooden Ladder Preschool, by and through its representatives, to authorize emergency diagnosis and treatment of our child at an emergency facility. I/we also acknowledge full responsibility for any and all reasonable charges incurred during such diagnosis and treatment including but not limited to ambulance service if required.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHILD EMERGENCY MEDICAL INFORMATION

Hospital to which child should be taken: \_\_\_\_\_

Pediatrician/Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone #: \_\_\_\_\_

## INSURANCE INFORMATION

Health Insurance Carrier: \_\_\_\_\_

Policy Holder: \_\_\_\_\_

Group #: \_\_\_\_\_ ID #: \_\_\_\_\_

Secondary Health Insurance Carrier: \_\_\_\_\_

Dental Insurance Carrier: \_\_\_\_\_

Policy Holder: \_\_\_\_\_

Group #: \_\_\_\_\_ ID #: \_\_\_\_\_

## PHOTOGRAPHIC PERMISSION

The Wooden Ladder Preschool has permission to take photographs of my child while participating in Preschool activities for potential use in Wooden Ladder Preschool communications and promotions.

Parent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SPEECH, LANGUAGE, HEARING SCREENING & VISION SCREENING PERMISSION

(THIS IS ONLY FOR WL3 AND WL4 STUDENTS WHO HAVE NOT PREVIOUSLY BEEN SCREENED)

The Wooden Ladder Preschool has permission to provide speech, language, hearing, and vision screenings for my child during regular school hours. Notice of the scheduled screening dates will be given to parents.

Parent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FIELD TRIP PERMISSION

(THIS IS ONLY FOR WL3 & WL4 STUDENTS)

The Wooden Ladder Preschool has permission to take my child on scheduled field trips.

Parent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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