



**WOOD COUNTY
EDUCATIONAL
SERVICE CENTER**

1867 North Research Drive
Bowling Green, Ohio 43402
Phone: 419.354.9010
Secretary's Email: preschool@wcesc.org
Fax: 419.354.1146 wcesc.org

2023-24 Pre-Registration Information — EASTWOOD Preschool

Thank you for your interest in the Wood County Preschool. The Wood County Educational Service Center (WCESC) collaborates with Eastwood Schools to provide high-quality preschool programs for children and families.

Wood County Preschools are developmentally-appropriate, play-based programs serving children with and without special needs. Children with identified developmental delays are placed into preschool after an extensive assessment process.

Preschoolers attend **four half-days per week (Tues-Fri)** during either a morning or an afternoon session.

Placements for children without special needs are on a first-come, first-served basis, based on the vacancy available. **Busing is generally not available for typically developing children.**

If we receive your pre-registration and residency proof, we will confirm it by email. **If you do not receive a confirmation, please contact the preschool secretary at 419-354-9010 or preschool@wcesc.org to make sure your pre-reg was received.**

Requirements:

- * **Current proofs of residency (see below)**
- * **Children without special needs must be 3 years old by August 1st to pre-register**
- * **Children without special needs must be fully toilet-trained to attend (no pull-ups)**
- * **Copy of child's birth certificate & shot record will be required to attend. SSN card copy is requested.**

Location: Pemberville Building
120 College Ave.
Pemberville OH 43450

Hours: A.M. class: 8:30 a.m. – 11:15 a.m.
P.M. class: 12:10 p.m. – 3:30 p.m.

Proof of Residency: Eastwood Schools requires that **every student MUST provide proof of residency.** If proof is not attached to the Pre-Registration Form, it will not be accepted. **Please turn in the following:**

Valid driver's license/state ID and 1 recent utility bill with current address.

If you are unable to provide the above items because you're living as guests with someone in the Eastwood District, a Residency Affidavit must be completed by you and the homeowner; the Affidavit **MUST** be notarized. The homeowner must also provide 2 proofs of residency (electric, gas, water, cable/ internet, mortgage statement, homeowner's Insurance bill). Please contact the WCESC Preschool Secretary at preschool@wcesc.org or 419-354-9010 to request this form.

Please read both sides carefully—keep this page sheet for future reference

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Children currently attending the preschool have first opportunity to return the following year. Children on the current year's preschool waiting list must pre-register again for the next school year. Placements are first-come, first-served, based on the vacancy available, regardless of whether a child is on the current year's waiting list or not.

Pre-Registration Procedures:

1. Complete the attached form and return it with proof of residency to the WCESC. If we receive your pre-registration documents, we will confirm it by either email or phone. **If you do not receive a confirmation, please contact the preschool secretary at preschool@wcesc.org or 419-354-9010. Please allow extra time for confirmation if you mail. If possible, scanning or taking a clear snapshot and emailing your paperwork is currently the best option.**

You will be notified by email or letter as soon as possible regarding your child's status. (If we do not receive a pre-reg form from you, we will assume you are no longer interested.)

2. If your child is placed, a Registration Packet will be sent to you. **Registration materials (including birth certificate and shot record) MUST be received prior to entrance into school!** Parent orientation info is sent out in August.

Tuition Information for Children Without Developmental Delays:

Tuition is not charged for children with identified special needs. A tuition of \$136.00 per month will be charged for typically developing children. Families with lower income (as determined by current Federal Income Guidelines) may be charged less than the full amount per month once they turn in complete income verification. Households with more than one typically developing child in the preschool are given a 25% discount on each additional child.

Tuition Contracts will be mailed to all children accepted into the preschool. **Families who qualify to pay less than the full tuition amount must provide complete proof of income and complete all required income forms.**

Families who will pay tuition will be mailed a set of invoices in August. Tuition for the month of September will be due in mid-August; tuition the last month of school (May) will be due on September 1 in order for your child to continue attending preschool. After that, **tuition is due on the 1st of each month**; if tuition is not paid by the 15th of each month, the child may be withdrawn. The child will not be able to return to preschool until the overdue amount is paid in full.

If, during the school year, your income level changes, please contact our office within one (1) month to determine your new tuition rate. If your child withdraws from the preschool before the school year ends, it is your responsibility to contact the WCESC office (419-354-9010) to be reimbursed for the May tuition. However, since vacation, calamity, and conference days have been taken into account, there will be no refund for absences of that nature, nor for absences due to a child's illness/quarantine. Excess calamity days will be made up.

Note: The Ohio Department of Education funds the Wood County Preschool Programs specifically for children with developmental delays. All district-resident children with special needs will be served by the Eastwood Preschool.

Information for children living outside the district:

Parents seeking open enrollment will be sent an Open Enrollment (OE) Application with their Pre-Registration form. If you do not receive the OE Application, please request it from the WCESC Preschool Secretary. Parents should return both the OE application & pre-reg to the WCESC Preschool Secretary as soon as possible, who will forward the forms to the Eastwood Superintendent's Office once the OE application period begins on May 1st.

The Eastwood Superintendent makes all decisions regarding open enrollment. Permission to pre-register does not guarantee enrollment.



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**2023-24 Pre-Registration
Typically-Developing Preschoolers**

Eastwood Schools

For Office Use Only:

Rec'd: _____

Placed

Waiting List #: _____

Child's Name (First Middle Last): _____ Child's SSN: _____

Child's Birth Date: _____ Child's City of Birth: _____ M F

Address: _____ City, State, Zip: _____

Home Phone: _____ School Dist. of Residence: _____

Mother/Guardian: _____ Cell & Work Phone(s): _____

Father/Guardian: _____ Cell & Work Phone(s): _____

Parent/Guardian Email Address(es): (Please print clearly) _____

Child lives with: Mother Father Both Mother & Father live at same address: Yes No
(If foster/guardianship/custody situation, court/custody paperwork is required at time of pre-registration.)

Session Preference: AM PM Either Session (Preferences are not a guarantee of session assignment)
Parents should be prepared to take their child to & from school, as Eastwood is generally not able to bus children without special needs.

Is your child currently enrolled in another preschool program for this fall? Yes No

Income/Tuition information: Number of people in your household: _____

Circle your total family income below according to the # of family members in your household.

If you qualify to pay less than \$136 per month, please write your yearly family income: \$ _____

Number in Family	Sliding Fee Schedule - Based on 2024 Federal Family Income Guidelines						
	Total Gross Family Income (BEFORE Deductions)						
	<100%	101-125%	126-150%	151-175%	176-185%	186-200%	>200%
2	20,440	20,441 - 25,550	25,551 - 30,660	30,661 - 35,770	35,771 - 37,814	37,815 - 40,880	40,881
3	25,820	25,821 - 32,275	32,276 - 38,730	38,731 - 45,185	45,186 - 47,767	47,768 - 51,640	51,641
4	31,200	31,201 - 39,000	39,001 - 46,800	46,801 - 54,600	54,601 - 57,720	57,721 - 62,400	62,401
5	36,580	36,581 - 45,725	45,726 - 54,870	54,871 - 64,015	64,016 - 67,673	67,674 - 73,160	73,161
6	41,960	41,961 - 52,450	52,451 - 62,940	62,941 - 73,430	73,431 - 77,626	77,627 - 83,920	83,921
7	47,340	47,341 - 59,175	59,176 - 71,010	71,011 - 82,845	82,846 - 87,579	87,580 - 94,680	94,681
8	52,720	52,721 - 65,900	65,901 - 79,080	79,081 - 92,260	92,261 - 97,532	97,533 - 105,440	105,441
Preschool Tuition Rates							
Monthly	0	\$ 23	\$ 42	\$ 68	\$ 73	\$ 113	\$ 136
Yearly	0	\$ 207	\$ 378	\$ 612	\$ 657	\$ 1,017	\$ 1,224

Important: If you qualify to pay a lower tuition rate, you will need to provide proof of income (W-2 or tax form, 2 consecutive pay stubs, or unemployment. Child support documentation is also required if applicable).

Parent Signature _____ Date _____

***** 2 proofs of residency required. Please see cover page for list of acceptable proofs of residency*****

Return all paperwork to:
Don't forget **proof of residency**
(& court documents if applicable)

Email: preschool@wcesc.org
Fax: 419-354-1146 (Attn: Preschool)

Mail/ Drop Off: Attn: Preschool Secretary
Wood County ESC
1867 N. Research Dr.
Bowling Green OH 43402

If possible, scanning or taking clear snapshots and emailing paperwork to the WCESC Preschool Secretary is the best option, but illegible or very dark/blurry snapshots cannot be accepted. If you mail/fax it, please allow extra time for confirmation of receipt.