



## **2024-25 Pre-Registration Information — POWELL Preschool**

Thank you for your interest in the Wood County Preschool. The Wood County Educational Service Center (WCESC) collaborates with North Baltimore 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 will attend four half-days per week (Monday-Thursday) during either a morning or afternoon session.**

Initial placements for children without special needs are based on age (oldest first), the vacancy available, and/or grant-receiving factors, such as income level. Please return the pre-registration along with proof of residency as soon as possible.

If we receive your pre-registration and residency proof, 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 ext. 133. If you mail/ fax it, please allow extra time for confirmation.**

### **Requirements:**

- \* **Copy of driver's license/ID and 1 current proof of residency (see below)**
- \* **Children without special needs must be 3 years old by August 1 to pre-register.**
- \* **Children without special needs must be fully toilet-trained to attend.**
- \* **Copy of child's birth certificate & shot record will be required to attend. SSN card copy is requested but not required.**

**Location: Powell Elementary  
500 N. Main St.  
North Baltimore, Oh 45872**

**Hours: A.M. hours: 7:55–10:40 a.m.  
P.M. hours: 11:47–3:02 p.m.**

**Children without special needs must be fully toilet-trained and must be 3 by August 1st to be eligible for preschool**

**Parent must turn in copy of current driver's license/state ID and 1 proof of residency**

### **Proof of Residency includes:**

- Utility Bill (gas, electric, trash, water (not cell), from last 30 days)
- Purchase agreement (utility bill must be presented w/in 90 days)
- Current lease agreement (utility bill required w/in 30 days)
- Building Permit (occupancy within 90 days)
- Voter Registration Card
- Check stub, W2 or bank statement

**If you are unable to provide any of the above items because you are living as guests of a North Baltimore Resident, request a Residency Verification form—which must be notarized—from WCESC's Preschool Secretary. Completion of this form along with proof of residency from the NB Resident is required.**

**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 based upon age, the vacancy available, and/or grant-receiving factors, such as income level, regardless of whether a child is on this year's waiting list or not.

***Pre-Registration Procedures:***

1. Complete the attached form and return along with Driver's License and 1 proof of residency to the WCESC. If we receive your pre-registration and residency proof, we will confirm it by either email or phone. **If you do not receive a confirmation, please contact the WCESC Preschool Secretary at to make sure it was received.** Please allow extra time for confirmation if you mail or fax it. 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 late July/early 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 proof of income. 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.

Families who qualify to 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 will 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 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 identified special needs will be served by North Baltimore Schools.

***Information for children living outside the school district:***

North Baltimore does **not allow open enrollment of preschoolers**. Parents who move out of the NB school district mid-year must contact their teacher and/or the Powell office as soon as possible.



WOOD COUNTY  
EDUCATIONAL  
SERVICE CENTER

1867 North Research Drive  
Bowling Green, Ohio 43402  
419-354-9010; FAX: 419-354-1146  
Secretary's Email: preschool@wcesc.org

**2024-25 Pre-Registration**  
**Typically-Developing Preschoolers**

**North Baltimore 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)

**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: \$ \_\_\_\_\_

**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).**

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

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

**\*Parent ID/license and 1 proof of residency required. Please see cover page for acceptable proofs of residency\***

**Return all paperwork to:**  
Don't forget copy of parent/  
**guardian ID and 1 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.**