



**WOOD COUNTY  
EDUCATIONAL  
SERVICE CENTER**

1867 North Research Drive  
Bowling Green, Ohio 43402  
Phone: 419.354.9010 ext. 133  
Secretary's Email: [preschool@wcesc.org](mailto:preschool@wcesc.org)  
Fax: 419.354.1146

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

Thank you for your interest in the Wood County Preschool. The Wood County Educational Service Center (WCESC) collaborates with Northwood 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 currently attend five half-days per week (Monday-Friday) in either a morning or afternoon session. For children who will turn 5 by 8/1/2024, there may be an option of attending five full days per week. **However, session days/hours may be subject to change for the coming school year.** Northwood provides bussing within the district.

Placements for children without special needs are on a first-come, first-served basis, based on the vacancy available and/or factors such as income level or age. Preference may be given to underprivileged children.

If we receive your pre-registration and proof of residency, we will confirm it by email. **If you do not receive a confirmation, please contact the preschool secretary at [preschool@wcesc.org](mailto:preschool@wcesc.org) or 419-354-9010.**

### **Requirements:**

- \* **2 current proofs 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.**

**Location: Northwood Elementary  
600 Lemoyne Rd.  
Northwood, Oh 43619**

**Current  
Hours: A.M. Session: 8:45 - 11:30 am  
P.M. Session: 12:30 - 3:10 pm  
Full Day Session: 8:45 – 3:10pm**

**Children without special needs must be fully toilet-trained and 3 years old by Aug. 1<sup>st</sup>. Enrollment after start date will be based on current enrollment and is not guaranteed.**

**Proof of Residency:** Northwood requires **2 different types of proof of residency** (2 different types of documents, 1 each from items 1-4, dated within the last 30 days unless otherwise noted). If proof of residency is not attached to the Pre-Registration Form, it will not be accepted.

1. Valid Driver's License (with local address)
2. Utility Bill (gas, electric, phone—not cell—from the last 30 days)
3. Building permit (occupancy within 90 days)
4. Purchase or lease agreement (from last 30 days)

**ONLY IF you are unable to establish residency with Items 1-4, then complete the Residency Verification form, which must be notarized.**

**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 waiting list must pre-register again for the next school year, where placements are first-come, first-served regardless of this year's waiting list number.

***Pre-Registration Procedures:***

1. Complete the attached form and return with 2 proofs of residency to the WCESC. 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 WCESC Preschool Secretary.** Please allow extra time for confirmation if you mail/fax it to WCESC or drop it off at the Elementary. **If possible, scanning & 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 \$170.00 per month will be charged for typically developing children (tuition amounts may be subject to change for upcoming school year). 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 Northwood Schools.

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

Per Northwood Schools' policy, preschoolers living outside the Northwood School district may be approved to open enroll if there is room and if the child meets one of the following criteria:

1. The child's parent is an employee of the Northwood School District; **or**
2. The child meets age and income eligibility requirements for the Early Childhood Education (ECE) Grant. Please contact the WCESC preschool secretary to learn if your child meets the ECE requirements.

Note: Open enrollment is **not** guaranteed all year. If a waiting list of Northwood School District residents develops at any point in the summer or school year, the open enrolled child will need to withdraw. Open enrolled preschoolers may need to change sessions and/or teacher at any time (perhaps even multiple times) due to enrollment changes throughout the year. Being allowed to open enroll for preschool does **not** guarantee the child will be accepted to open enroll for kindergarten.



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

**Northwood 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 (Preferences are not guaranteed)

If your child will turn 5 by 8/01/24, would you be interested in 5 full days/week if it's available?  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 \$170 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).**

(Tuition rates may be subject to change for the upcoming school year)

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
Northwood Preschool Tuition Rates							
Monthly	0	\$ 29	\$ 53	\$ 85	\$ 92	\$ 141	\$ 170
Yearly	0	\$ 261	\$ 477	\$ 765	\$ 828	\$ 1,269	\$ 1,530

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

\*\*\* 2 different 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.

**Note: Use this form ONLY IF you can't provide 2 proofs of residency because you live with a friend or relative. It MUST be Notarized or it can't be accepted.**

**NORTHWOOD LOCAL SCHOOLS — APPLICATION FOR ATTENDANCE (RESIDENCY VERIFICATION)**

According to Ohio's Special School Attendance Law, students can only attend school tuition-free (preschoolers pay tuition based on a sliding-fee scale) in the district where his/her "biological-custodial parent" resides. Per Ohio Revised Code, **residence** is defined as: "A place where important family activity takes place during significant parts of the day. It must be a place where the family eats, sleeps, works, relaxes, and plays—in short which can be called 'home.'" (Kenton City Board of Ed. v. Day, 30 O.B.R. 289 Ohio Misc 2nd 25-Harding Co., C.P.; July 15, 1986.

In absence of proof of a property lease or home deed you are required to verify your residence in Northwood with a friend or relative by completing section I, II, and III of this document. This document may be used in court if a dispute between school and parent arises concerning place of residence.

**\*\*\*THIS APPLICATION MUST BE COMPLETED AND SIGNED IN THE PRESENCE OF A NOTARY PUBLIC\*\*\***

**SECTION I: (To be completed by the legal parent/guardian)**

Parent Name(s): \_\_\_\_\_ Child: \_\_\_\_\_

Resident: \_\_\_\_\_ Resident's Full Address: \_\_\_\_\_

I hereby certify that I am the legal/custodial parent of the above-named child and am resident with the above resident at his/her address and meet the above definition of residence.

I understand that if in fact the stated information is not true, and in fact my child does not meet the residency requirements as defined by the State of Ohio, the child will be withdrawn immediately.

Signed \_\_\_\_\_ Relationship: \_\_\_\_\_

**SECTION II: (To be completed by the Northwood Resident with whom family is living)**

I, \_\_\_\_\_, hereby acknowledge and verify that \_\_\_\_\_ and  
(Name of Resident) (Name of Parents)

\_\_\_\_\_ reside in my residence, at the above-listed address, and meet the above-stated  
(Name of Child)

requirements for "residency." I further agree to notify Northwood Schools if any change in status occurs.

Signed \_\_\_\_\_

The Parent's place of residency determines the school district in which a child may legally enroll. According to Ohio Tuition Law, the resident of a school district who permits a non-resident to reside with them, or unlawfully use their address to enroll in school, can be held responsible for paying all tuition due.

It is understood that fraudulent reporting of residency for school attendance purposes is a violation of State law and could result in prosecution of all related parties, in a court of law.

**SECTION III: (To be completed by the Notary Public)**

State of: \_\_\_\_\_ County of: \_\_\_\_\_ My commission expires: \_\_\_\_\_. Subscribed and sworn to, before me, a **Notary Public**, in and for the County and State this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_.

\_\_\_\_\_  
(Notary Public)