



Dear Prospective Children's Weekday Program Family,

**Thank you for your interest in our program!**

Children's Weekday Program (CWP) is a part-time nonprofit preschool and parents' day out program fully licensed by the State of Virginia and Arlington County. It was initially established by parents and educators more than 50 years ago to care for and educate young children. Today our program continues to offer age appropriate experiences for children ages 6 months-old to 5 years-old from September through May. We focus on learning through play by creating and offering opportunities for children to actively and creatively explore their world all while developing independence, empathy, and other important skills.

Enrollment for the 2020-2021 school year is quickly approaching and we encourage all families to enroll during our open enrollment period in January, as placements do fill quickly. While we do not offer a lottery, we will offer the following three priority registration group sessions:

1. Currently Enrolled Families— Wed., Jan. 22<sup>nd</sup> at 7am-8am (Main Sanctuary on 7<sup>th</sup> Street Side)
2. Alumni and Current Waitlist Families— Thurs., Jan. 23<sup>rd</sup> at 10am (CWP Admin Office on 8<sup>th</sup> Street Side)
3. New Families— Fri., Jan. 24<sup>th</sup> at 10am (CWP Admin Office on 8<sup>th</sup> Street Side)

**\*In the event of a weather-related delay, information will be posted on our Facebook page and website.**

Doors will open one hour prior to registration and applications will be processed in the order in which they are received during the registration session. Any applications received after the priority registration sessions will be placed on an age-appropriate class waiting list. A listing of our 2020-2021 class offerings and fee schedule is attached. Please note CWP reserves the right to change these class offerings at any time.

During registration, and in order to secure your placement, the following items must be submitted:

1. Completed application for each child you are registering. Please read all sections of the following registration form carefully, provide the requested information, and sign the form. Be sure to note any significant health conditions, allergies, or developmental issues in the space provided;
2. \*Registration fee and \*one monthly tuition installment (to be credited back as May 2021 tuition).  
\*Note these fees are non-refundable;
3. Parents of all NEW students must bring a birth certificate or passport as Proof of Identity to registration.

Once we have received your completed form and fees, we will provide you with an email confirmation of enrollment and amend tuition if your first choice is not available. In the spring you will receive a welcome packet with additional forms, and parent orientation information. **These forms (including the health form) and the \$30/day one-time annual supply fee are due to CWP by May 1<sup>st</sup>. If there is an issue with meeting this health form deadline, please contact our office prior to May 1<sup>st</sup>. All children must have a current health form on file prior to the first day of school.**

Please feel free to contact me with any additional questions or concerns, and we look forward to welcoming your family soon to CWP!

Sincerely,

Stephanie Browne  
Director, Children's Weekday Program