

WESTERN RESERVE "LITTLE RIDER" PRESCHOOL

PRIORITY REGISTRATION IS NOW OPEN THROUGH APRIL 30, 2026 FOR THE 2026-2027 SCHOOL YEAR

Registration through Final Forms!

Online registration for preschool students is available through Final Forms. Please see our WR webpage <https://www.western-reserve.org> to register your child. You will find an enrollment option on our home page / Registration / Preschool Enrollment / Final Forms.

Registration Requirements:

- ☐ Child's Birth Certificate
- ☐ Immunization records
- ☐ Social Security Number
- ☐ Two proofs of residency
- ☐ Custody Papers if applicable
- ☐ Verification of Income Form / W2's
- ☐ ECE Childhood Education Eligibility Screening Tool
- ☐ Medical / Physical Form
- ☐ Dental Form

***Priority is given to income-eligible families, returning students, and Western Reserve residents. All applications are date/time stamped. Applications will not be considered complete until all required documentation is received.**

Please contact Lisa Muenz, Assistant Principal and Special Education Coordinator lmuenz@western-reserve.org or Autumn Thomas, Administrative Assistant athomas@western-reserve.org 419-660-9824 with any questions.

WESTERN RESERVE "LITTLE RIDER" PRESCHOOL

Parents,

Please be sure to fill the Preschool Application out completely, including the doctor's and dentist's names and phone numbers on the Medical Emergency Form.

Below are a few requirements that you will need to know before your application is processed.

1. **A \$30.00 non-refundable enrollment fee will be due once your child is accepted into the preschool program.** You will be billed for this at a later date. **Do not send any money at the time of registration.**
2. Verification of Income must be received with the application. Verification of income can be in the form of a W-2 or 1040 tax form. **Applications WILL NOT be processed without this information.** Preschool tuition is based on a sliding fee schedule according to family size and income. Enrollment priority is given to income-eligible families. Income eligibility is based on the income earned and the total number of family members living in your home.
3. The Medical/Physical Form and Dental Health Records must be turned in within 30 days of enrollment and every 13 months thereafter while your child attends preschool. If these are not turned in within 30 days, your child will not be able to attend preschool. You can submit the preschool application before these forms are completed. If your child is returning to the preschool program for a second year, the Dental Health Record is not required.

This includes a medical statement and the current list of immunizations. We hope your child has a regular medical provider from whom he/she receives on-going medical care and follow-up. If your child does NOT have a regular medical provider, please inform your child's teacher so that we may assist, as appropriate, in helping you locate a local provider.

We have enclosed a copy of Lead Testing Requirements and Medical Management Recommendations per the Ohio Department of Health. If your child has already been screened, please provide a copy of the results for your child's file as required for preschool licensing. If your child has NOT yet been screened as required, please discuss with your child's physician/health care provider the need to do so and forward results to our office. The purpose of this policy is to ensure the children's safety as much as possible.

4. Upload copies of your child's shot record, certified birth certificate, and custody papers (if applicable). Returning students do not need to turn in this information unless custody has changed since the previous school year.
5. A Parent Handbook that contains all policies and procedures will be handed out before the first day of school.

Please contact the Western Reserve Elementary Office with any questions @ 419-660-9824.

Sincerely,

Macayla Byrd
Preschool Teacher

Amber Riggs
Preschool Teacher

WR Elementary (PS-5)
3851 U.S. 20 East
Collins, Ohio 44826
Phone: 419-660-9824
Fax: 419-660-8566

WR High School/Middle School (6-12)
3841 U.S. 20 East
Collins, Ohio 44826
Phone: 419-668-8470
Fax: 419-663-5916

Board Office
3765 U.S. 20 East
Collins, Ohio 44826
Phone: 419-660-8508
Fax: 419-660-8429