

Preschool Enrollment Forms

2025-2026



Dear Current Families, Church Members and Community,

We are excited to start the process of 2025-2026 enrollment for another successful Preschool year. Please look over the forms carefully while selecting your preschool classes. All enrollment forms are accepted on a first come, first serve basis, with priority given to Village on Antioch Preschool families and Village Church members.

Admission policies are nondiscriminatory regarding race, color, religion, national origin, ancestry, physical handicap or sex in accordance with Kansas Civil Rights Statute K.S.A. 44-1009.

How enrollment works:

- ❖ Forms will be **emailed** and **handed out** to **current** preschool families during preschool hours the week of January 27, 2026. Forms should be returned by Friday, February 7. Classes will be filled on a first come, first serve basis. The sooner you turn in your enrollment forms and enrollment fee the more likely you will get your preferred classroom.
- ❖ **Open Enrollment—NEW families to VOA**, forms will be accepted at anytime. Placement of classroom will not begin until February 13th, 2026.
- ❖ To schedule a tour of the preschool email paula.benefiel@villagepres.org Tours will be scheduled during preschool hours between Monday-Thursday 9:00-2:00.
- ❖ New or current families may fill out and email forms or print the enrollment forms from our website <https://villagepres.org/preschool/antioch> scroll down the page and click on Enrollment Packet.
- ❖ Turn in all completed forms with your **NON-REFUNDABLE \$100 enrollment fee (payment directions are on page 2)** You may email, mail or drop forms off at the preschool.
- ❖ Once your child has been placed, a confirmation letter will be emailed to you.
- ❖ Specific teacher and/or classroom assignments will not be known until mid summer.
- ❖ Classes will be determined based on enrollment.
- ❖ A waitlist will be offered when classrooms are full.
- ❖ You must choose the appropriate class for your child's age.

Director
Paula Benefiel
paula.benefiel@villagepres.org

14895 Antioch Road
Overland Park, KS 66221
913-681-1906 Preschool Office
913-681-8180 Church Office
[Villagepres.org/preschool/antioch](https://villagepres.org/preschool/antioch)

Village on Antioch Preschool

14895 Antioch Road, Overland Park, KS 66221
 Preschool Office: 913-681-1906 / villagepres.org/preschool/antioch
 Paula Benefiel, Preschool Director
 Paula.benefiel@villagepres.org

Keep this form for a handy reference!

2025 / 2026 Fee Schedule:	
Preschool Hours 9:00—11:45am (ages 3-5)	
2 Day Preschool	T/TH \$160 per month
3 Day Preschool	TWTH \$240 per month
4 Day Preschool	M-TH \$320 per month
Extended Day –(lunch bunch) offered everyday your child attends preschool 11:45-2:00	
	\$70 per month Example: TWTH preschool & Tuesday Lunch bunch 240 + 70 = \$310.00 per month
Early Preschool Program 9:00am—2:00pm (ages 2 1/2—3 1/2)	
1 Day EPP	\$160 per month per day

Tuition and Payment Instructions:

- \$100 Enrollment fee is due at the time of enrollment. **This fee is a NON-REFUNDABLE FEE.**
- **Make checks payable to:** “VOA Preschool” and write your child’s name on the “for” line of your check. Checks may be mailed or dropped off at the Preschool.
- **You may make preschool payments online:** <https://villagepres.org/preschool/antioch>
On the front page, under Antioch Campus click on Payments and follow the steps.
- Payments are to be made the **1st of every month beginning September 1—May 1.** There are a total of NINE payments for the school year. Monthly tuition remains the same, regardless of the number of school days in the month. No refunds will be given due to illness, inclement weather, holidays or other conditions beyond the control of the preschool. If a child withdraws from school, a written FOUR week notice must be given to the Director. If a child withdraws after March 1, you will owe one additional month (April). **The final tuition payment is due by May 1, 2026.**

2025 / 2026 Child Enrollment Information Form

Child's Full Name _____ Male/Female _____

Name we should use _____ Date of Birth: _____
(month/day/year)

Preferred Contact Phone # _____

Preferred Email _____

Address: _____
(street) (city) (state) zip)

Child lives with: Both parents _____ Mother _____ Father _____ Guardian _____

Mother/Guardian _____ Cell # _____

Email address _____ Work/Home Phone # _____

Occupation & Company Name _____

Father/Guardian _____ Cell # _____

Email address _____ Work/Home# _____

Occupation & Company Name _____

What is your first language? _____ 2nd language _____

Is parent/guardian a Village Church member? Yes _____ No _____

Siblings in the family and ages _____

Elementary School child will attend _____

In case of emergency OTHER than Parent contact _____

Phone # _____

Name(s) of those authorized to pick up child _____

Has your child been currently enrolled in a preschool/day out program? If so, where? _____

Please list any **pertinent medical history—ALLERGIES** that we should be aware of (diagnosis/severity)

If your child has a severe allergy that requires an EPIPEN, we MUST have one that can be left at school.

Is your child on any regular medications? Yes _____ No _____

If yes, Specify: _____

Preschool Photo/Video/Audio/ Consent Form

Dear Parents,

Please check one of the boxes below. We must have this form on file for your child. If you have any questions, contact **Paula Benefiel**, Preschool Director, at 913-681-1906 or paula.benefiel@villagepres.org

- I give my permission** for my child to be photographed, videotaped and/or audio taped during Preschool classes and activities. I understand that these pictures and/or sounds may be shared with the preschool children and their families, church membership, including use on our church website and class Facebook page. **No names will be listed with pictures.**
- I give my permission** for my child to go to other locations on the Church premises such as, sanctuary, nursery, walk outside, kitchen and throughout the Church building.
- I do NOT give permission** for my child to be photographed, videotaped and/or audio taped during Preschool classes and activities.

Preschool Enrollment Consent Form

I understand that:

- the **\$100.00 enrollment fee is a NON-REFUNDABLE fee.**
- A **FOUR** week written notice of withdrawal from the program is required.
- Payments are to be made the **1st of every month beginning September 1—May 1**. There are a total of **NINE** payments for the school year. Monthly tuition remains the same, regardless of the number of school days in the month. No refunds will be given due to illness, inclement weather, holidays or other conditions beyond the control of the preschool. If a child withdraws from school, a written **FOUR** week notice must be given to the Director. If a child withdraws after March 1, you will owe one additional month (April). The final tuition payment is due by May 1, 2026.
- Preschool classes offered will be determined based on enrollment.

PARENT/GUARDIAN SIGNATURE

PARENT/GUARDIAN PRINTED NAME

Preschool and Early Preschool Program Enrollment Classroom Choices

Child's Name: _____ Date of Birth: _____
(first) (last) (month/day/year)

Address: _____
(street) (city) (state) (zip)

Contact Phone: _____ Email: _____

- You must choose the appropriate class for your child's age.
- Classes will be determined based on enrollment.
- Registration is on a first-come, first-serve basis.
- A waiting list will be offered when all places are filled.

Early Preschool Program—2 1/2 years of age by September 1, 2025

\$160 per month 9:00-2:00 Please check day(s) preferred

_____ Tuesday _____ Wednesday _____ Thursday

Preschool - 3 years of age by September 1, 2025 These classes will be filled with 3 and 4 year olds.
(Must be FULLY POTTY TRAINED—No pull ups)

_____ Tuesday/Thursday 9:00-11:45 (\$160 per month)

_____ Tuesday/Wednesday/Thursday 9:00-11:45 (\$240 per month)

Pre-K: - 4 years of age by September 1, 2025 These classes will be filled with 4 and 5 year olds.

_____ Tuesday/Wednesday/Thursday 9:00-11:45 (\$240 per month)

_____ Monday/Tuesday/Wednesday/Thursday 9:00-11:45 (\$320 per month)

Lunch Bunch:

Extend your preschool day 11:45-2:00 (\$70 per month per day, check your choice of days)

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday

Any additional information that may be helpful with classroom placement. _____

This section to be completed by office staff:

Date Received: _____ Time Received: _____ Received by: _____

Enrollment Fee Paid: Yes _____ No _____

Paid: Check: # _____ Online Date: _____ Cash: \$ _____

Child's Name: _____

Congratulations! Your child has been placed in _____.

Tuition is due September 1, 2026 and will be \$ _____ per month.