



WESTWOOD INTEGRATED PRESCHOOL
200 Nahatan Street, Westwood, MA 02090

Enrollment and Tuition Information
School Year **2024-2025**

781 326-7500 X 5113
Daniel Tratt, Director

WESTWOOD PUBLIC SCHOOLS
Honoring Tradition, Inspiring Excellence, Shaping the Future

If you need this document translated, please call the Westwood Public Schools' Student Services Department at [781 326-7500 x1345](tel:7813267500x1345) or email your request to lpouffe@westwood.k12.ma.us. Thank you.

如果您需要翻译本文档，请致电Westwood的公立学校的学生服务部在781 326-7500 x1345或电子邮件您的要求lpouffe@westwood.k12.ma.us 谢谢你。

أو [x1345](tel:7813267500x1345) إذا بحاجة الى هذه الوثيقة المترجمة ، يرجى الاتصال على إدارة المدارس العامة ويستود 'الخدمات الطلابية في [781 326-7500](tel:7813267500) لك. إطلب كنتشكرا lpouffe@westwood.k12.ma.us على البريد الالكتروني الخاص بك

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Please be aware that certain aspects of this Enrollment and Tuition Information may be updated during the school year.

Mission Statement

We are committed to:

- ☐ providing a supportive and nurturing environment where children can learn and create through problem-solving, shared responsibility and concern for others within a classroom setting
- ☐ having staff and students work together as a community of learners
- ☐ respecting each child as an individual and celebrating his or her unique contribution to the school community
- ☐ a collaborative team approach as the foundation to successful inclusion practices
- ☐ developing respectful relationships with families through open and consistent communication

Procedures and Guidelines

Enrollment

The maximum group size for the preschool classroom is 20 children*. The group size determination considers many factors such as facilitating the inclusion of young children with disabilities and keeping the best interests of children in mind. In accordance with the Early Childhood Program Standards, the Westwood Integrated Preschool will have the number of staff necessary to ensure adequate group supervision at all times and to provide individual attention to children in order to promote their physical, social, emotional, and cognitive development. Typically developing peers entering the program must be three years old to enroll in the program. **Typically developing peers turning five years old by August 31st will not be permitted to enroll in Preschool as they are eligible for Kindergarten.**

**For public school programs that integrate children with and without disabilities, the class size shall not exceed 20 with one teacher and one aide and no more than five students with disabilities. If the number of students with disabilities is six or seven then the class size may not exceed 15 students with one teacher and one aide.*

Preschool Class Placement Guidelines and Supervision

The Massachusetts Department of Elementary and Secondary Education has stated that: "public preschool programs that serve children with disabilities are required to be "developmentally appropriate" and specially designed for children ages three and four years." See 603 CMR 28.06(7).

Criteria for placement in the Preschool classes for special education students include consideration of the students' areas of disability and specific learning needs. The ultimate responsibility for classroom assignments for typically developing peers is with the Preschool Director. It should be noted that classes

of children need to be balanced with respect to developmental skills. Considerations of the effect individual children have upon one another will also be considered so that the optimal learning environment for the entire group is achieved.

Students in the preschool program are supervised at all times. The safety of the children is very important. Teaching staff supervise children at all times, primarily by sight. Supervision for short intervals by sound is allowed, as long as the teaching staff checks frequently on children who are out of sight (e.g. those who can use the toilet independently).

Placement Process and TimeLine

Applications are accepted in December (for current students) and January (for new students) for classroom openings for the following September. Current students have priority for placement and class assignment beginning in December. Every effort is made to honor the request of families in either the four day or five day program, however, the final placement of students must also consider balancing the learning and developmental needs of all the students in the preschool. If there is a need to recommend a change in the time of the session for a student, the family will be notified.

Registration

Registration for continuing preschoolers will be held during the preceding December and January. Notices will be sent home to all current enrollees. A space is allocated for all current students who are not kindergarten eligible should their parents choose to re-enroll. Applications will be made available to the Westwood community through press releases to the area media and through school bulletins, and can be accessed on the Westwood Public Schools website. Applications must be received at the Westwood Integrated Preschool not later than February 1st. Families may complete the application online, can print out the application and mail it to the Westwood Integrated Preschool at 200 Nahatan Street, or can drop it off in person. **A completed application and registration fee is required for all registrants to be considered for a space.**

As needed, a lottery and/or waiting list will be developed to fill any openings. The lottery will take place in mid February with consideration given to children of alumni families and to balancing the learning and developmental needs within classrooms. **PLEASE NOTE:** After the lottery, if a family chooses to be placed on the waiting list, the deposit becomes non-refundable. After the lottery, if a child does not obtain a placement in the preschool and the family does not want to remain on the waitlist, deposits will be returned.

Specifically, new families who are enrolling in the Preschool for the fall of 2023 will no longer be guaranteed future slots for siblings. (Families who previously enrolled students in the Preschool with the expectation that siblings will be guaranteed a slot will be “grandfathered.”)

Tuition Fees

Tuition must be paid in full prior to the start of school in September. A non-refundable registration fee is due at the time of application with the balance of the tuition billed in six installments before August 1st. In some circumstances, payment plans can be arranged. To request a different payment plan, please email the Director of Business and Finance *before* you miss any payments. Checks should be made payable to **Westwood Integrated Preschool** and sent to Westwood Preschool, 200 Nahatan Street, Westwood, MA 02090. Check or Credit card payments can also be made at [UniPay](#).

Tuition will be payable in six installments as follows:

Deposit at registration \$200

(if a family chooses to stay on the waitlist after the lottery, deposit becomes non-refundable)

1st payment by March 15th

4th payment April 14th

2nd payment by May 15th

5th payment June 15th

3rd payment by July 15th

6th payment August 15th

Enrolling your child in the Preschool may involve paying tuition depending on your child's individual education plan, and making a commitment to that seat, regardless of the school structure that is announced at a later date. Our FY' 25 budget has been planned on the assumption that Preschool tuition will cover approximately 26% of the costs of operating the Preschool. Therefore, next year, we will be unable to refund tuition to families who decide to withdraw from the program. In unusual circumstances, such as relocation, change in employment or change in family circumstances, if the child's spot can be filled, families may be refunded all but the application deposit. Such a request needs to be made in writing to the the Director of Finance and Operations.

Program Options and Costs:

Westwood Integrated Preschool Tuition FY'25					
Program Design				FY'24 Tuition	FY '25Tuition
Classroom	Description	Days/Wk	End Time	Annual Tuition	3% Increase
Class 1	Multi-Age Program	5	2:30	\$ 11,206	\$ 11,543
Class 2 - Schedule A	4 Year Olds	4	2:30	\$ 8,965	\$ 9,234
Class 2 - Schedule B	4 Year Olds	4	12:45	\$ 6,236	\$6,424
Class 3 - Schedule A	3 Year Olds	4	2:30	\$ 8,965	\$ 9,234
Class 3 - Schedule B	3 Year Olds	4	12:45	\$ 6,236	\$ 6,424