



2025 SUMMER PROGRAM

"There are only two lasting bequests that we can leave to our children; One is roots, the other wings" - Hodding Carter

PROGRAM:

Young children are wired to explore the environment around them. Real learning involves every fiber of a child's being. Children must be active participants to provide the brain with information and knowledge. Children must have access to many kinds of experiences and materials with encouragement and guidance from trained adults.

Our program is designed to support the busy, curious, sensory-seeking child. The summer program holds weekly activities and explorations highlighting:

- Art
- Science
- Story Time
- Outdoor play with gardening possibilities
- Water Play

Children gain language and social competence when experiences are meaningful with peers to interact with. Because of the nature of young children, we avoid themes preferring providing choices amongst a wide variety of materials and opportunities. *Our site is expansive and offers choices in the event of inclement weather or poor air quality.*

Please have your child bring the following each day of enrollment:

1. Snack
2. Lunch
3. Sunscreen
4. Hat
5. Change of clothes
6. Towel

Weather permitting, we do water play EVERY DAY. Please send your child with a change of clothes and a towel.

Please label your child(ren)'s items. Items can be placed in a tote, backpack, etc., which should also be labeled.

The program runs week-by-week, Monday through Thursday. Please see the chart below for hours of operation for the summer program. **There is a registration fee of \$50.**

Days	Half Day
Monday - Thursday	8:30AM - 12:30PM

When completing the **Registration form** please select which sessions you want your child to **attend**. Some sessions tend to fill more quickly than others. We will do our absolute best to give you your selection.

Session Dates	
Session one	June 16-19
Session two	June 23-26
Session 3	July 7-10
Session 4	July 14-17
Session five	July 28-31
Session six	August 4-7

***Roots and Wings will be open on June 19th. We will observe Juneteenth the following day.**

WHO MAY ATTEND:

Children must be at least age 3 and potty trained. All children should be ready for a group experience.

PAYMENTS:

Payment is due by the 1st of each month. A billing statement will be available two (2) weeks prior to the due date.

RATES for the 2025 Summer Preschool Program are as follows:

Number of Sessions	Cost	Number of Sessions	Cost
1	\$200	4	\$800
2	\$400	5	\$1000
3	\$600	6	\$1200
Registration fee: \$50			

EARLY DROP-OFF

Daily Rate	Early Drop-off 8:00 AM - 8:25 AM
More than 24 hours notice	\$20 per day
Less than 24-hour notice	\$25 per day

WITHDRAWAL from Summer Program:

Roots and Wings is unable to offer any refund or discount as a result of summer program withdrawal. If the student cannot attend the requested weeks, families should consider a schedule change for alternative dates. If payment has not been made at the time of needing to withdraw, families will incur a \$20 withdrawal fee but incur no other charges. Please notify Marjorie as soon as you need to request a withdrawal so proper arrangements may be made and families are not invoiced.

TUITION ASSISTANCE:

Summer program tuition assistance availability varies year to year based on received funding. We make every effort to secure funding for our tuition assistance program. **Currently, enrolled students are required to re-apply for tuition assistance when enrolling for the summer program.** If funding is secured, families will be notified on a first-come, first-served basis.

NSF (Non-sufficient funds) Check Fees:

Any check returned as NSF will incur a \$25 NSF fee. Roots and Wings will notify families as soon as payment is recognized as NSF. NSF payments will have 5 business days from notice to be corrected. If not corrected after the 5th business day, all applicable late fees will be applied and the account may result in delinquent status. Further payments will need to be made in the form of cash, ACH payment, or cashier's check.

Program Changes Fees:

If it becomes necessary or desirable to change your child's schedule of attendance, the first schedule change can be made at no charge prior to June 3, 2024. ***Any changes that result in a shift or reduction of weeks after June 16, 2025, will require a \$20.00 program change fee for each change.*** Adding additional weeks does NOT constitute a change and there will be no additional charge. We will accommodate changes as space allows.

Placement Confirmation:

Once the submitted registration form is processed, including receipt of tuition fees, families will receive a confirmation email stating the program enrollment details. Should enrollment need to change for your registered child, written notice must be given. See the fee schedule above.

Additional Forms Required:

If the child is not currently enrolled in Roots and Wings Community Preschool, additional enrollment forms will be sent for completion prior to your child being able to attend. **Failure to complete the enrollment forms does not waive your financial obligation agreed upon at the time of registration.** Your child(ren) will not be able to attend without the enrollment forms turned in prior to the start of class.



2025 SUMMER PROGRAM REGISTRATION FORM

How did you hear about us? FACEBOOK ☐ FAMILY/FRIENDS ☐ REFERRAL ☐ OTHER: _____

Child's Name _____ Age: _____ Birth Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian 1: _____

Phone#: _____ Email: _____

Parent/Guardian 2: _____

Phone#: _____ Email: _____

Please circle which sessions you want your child to attend. Some sessions tend to fill more quickly than others. We will do our absolute best to give you your first pick.

Circle the week(s) you would like your child(ren) to attend

Choice 1			Choice 2		
June 16-19	June 23-26	July 7-10	June 16-19	June 23-26	July 7-10
July 14-17	July 28-31	August 4-7	July 14-17	July 28-31	August 4-7

***Roots and Wings will be open on June 19. We will observe Juneteenth the following day.**

I (We) have read the information provided in this registration packet for enrollment in Roots and Wings Child Development 2025 Summer Program. I (We) accept and understand this information and agree to the tuition fees and payment schedule, withdrawal fees, late fees, NSF charges, and program change fees as shown in this document.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

--- OFFICE USE ONLY ---

Payment Method: _____ Reference #: _____

Reg Amount Paid: _____ Date Rec'd: _____ Payment: _____ Ref# _____

Student Placement: (circle all that apply)

Weeks Attending: 6/12 6/19 6/26 7/10 7/17 7/24 7/31 8/7

Total # of Weeks: _____

Tuition Assistance Qualified: Yes No Tuition Assistance %: _____ Classification: _____

Registration Canceled: _____ Date: _____ Reason: _____



Summer 2025 Tuition Assistance

"There are only two lasting bequests that we can leave to our children; One is roots, the other wings" - Hodding Carter

Roots and Wings Child Development is a not-for-profit organization whose mission is to support a child's natural ability to succeed in the World. Tuition assistance is an equal opportunity program available to eligible families on a first-come, first-serve basis.

Funding Parameters

Tuition Assistance is available through our grant-funded Equitable Education and Care Program. Tuition Assistance for the 2025 Summer Program is available for families with income at or below 250% of the poverty level (see below for poverty income levels). Assistance is available on a sliding scale, determined by the family household size and annual income, up to 75%. ***Funds are determined by, and limited to, what we receive each year from our donors.***

Contracting Period

The contracting period will be for the period of ***June 16, 2025***, through ***August 7th, 2025***.

How to Submit an Application

Families must complete this application along with the student's registration form. Families needing to make special arrangements due to financial constraints should contact the office when submitting documents.

Original documents must be submitted to Roots and Wings Community Preschool at 3703 International Way, Medford, OR 97504.

Poverty Guidelines for 2025*

Family Size	2	3	4	5	6	7	8
Annual Income (100%)	\$21,150	\$26,650	\$32,150	\$37,650	\$43,150	\$48,650	\$54,150
Maximum Eligible Income (250%)	\$51,100	\$64,550	\$78,000	\$91,450	\$104,900	\$118,350	\$131,800

Families/households larger than 8 people: Add \$5,500 for each additional person in the family.

* <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>



POLICY AGREEMENT

Should your application be approved, the following policies will be in effect;

- You **MUST** notify Roots and Wings Community Preschool of **any** changes to your contact information.
- We want to reserve these funds for families that can bring their child consistently so please be mindful of your child's attendance if receiving tuition assistance. Prearranged absences, family time, or sickness that is communicated with Roots and Wings staff is acceptable.
- You **MUST** comply with all registration and enrollment policies of the preschool program in which you are attending. **Tuition assistance will NOT fund** program service fees incurred by the family, including late payment fees, program change fees, early withdrawal fees, non-sufficient fund fees, and or extended care fees.
- Tuition assistance funds are distributed on a first-come, first-serve basis. Availability of funds is dependent on the amount of money granted to the program.
- Incomplete tuition assistance applications will not be accepted. An application will be considered incomplete if it is NOT accompanied by a student registration form.
- Roots and Wings Community Preschool is an equal opportunity program provider and does not discriminate against any protected class. Applicants have the right to an informal meeting to discuss any application discrepancies within the Tuition Assistance program by requesting a meeting with the Roots and Wings director.

Roots and Wings Community Preschool will use the figures submitted in this application to determine your eligibility. Applicants will be **required to provide proof of current low-income** status at the time of their child's enrollment into the preschool program.

Roots and Wings Community Preschool acknowledges that the Tuition Assistance program exists to assist qualified families with preschool education costs and reserves the right to re-evaluate, at any time, the information contained in your application.

I (We) have read, understand, and agree to comply with the policies of the Tuition Assistance Program as applicants of the program.

Print Name of Parent/Guardian

Print Name of Parent/Guardian

Signature

Signature

Date

Date

Tuition Assistance Application

Information submitted will be kept confidential and only used by authorized program staff to conduct program eligibility, provide services, and track performance to funders.

Complete information on the child for whom you are applying:

Child's Information:

Last Name First Name MI Date of Birth

Parent/Guardian:

Last Name First Name MI Phone #

Parent/Guardian:

Last Name First Name MI Phone #

Home Address:

Address City Zip Code

Mailing Address:

(if different from above) Address City Zip Code

1. Has your child received special services from an agency or professional regarding their education? If yes, from whom and why? _____

2. Will your child be attending another education program in addition to the preschool program offered by the Tuition Assistance program? _____

3. If yes, will your child be receiving tuition assistance/scholarship or does the program ONLY serve low-income qualified families? _____

EMPLOYMENT STATUS: (check all that apply)

Parent/Guardian #1:

☐ Employed Full Time ☐ Employed Part-Time ☐ Temporarily or Seasonally Employed
☐ Student Full Time ☐ Student Part-Time ☐ Unemployed

Parent/Guardian #2:

☐ Employed Full Time ☐ Employed Part-Time ☐ Temporarily or Seasonally Employed
☐ Student Full Time ☐ Student Part-Time ☐ Unemployed

HOUSEHOLD STATUS

Please complete the following information for **each family member** living in your household that can be claimed as your dependent and their relation to the child for whom you are applying:

Last Name	First Name	MI	Relationship to child	Gender (M/F)	Date of Birth	Marital Status

INCOME

Write the amount of each caregiver's income below:

2024 Federal Income Taxes	Adjusted Gross Income if filed separately	Adjusted Gross Income if filed jointly
Parent/Guardian #1	\$	\$
Parent/Guardian #2	\$	

**Copy of income tax filings for all custodial parents/guardians required for eligibility determination.*

	Total Income Received in the previous 3 months (all sources)
Parent/Guardian #1	
Parent/Guardian #2	

**Copy of bank statements, pay stubs, and or agency statements for all custodial parents/guardians required for eligibility determination.*

Summer 2025 Tuition Assistance Agreement

I have reviewed the application and certify that the information provided is true to the best of my knowledge. I understand that the information that I have provided is subject to review and verification and that I may be required to provide documents to verify this information. I will be subject to immediate termination from any Roots and Wings Community Preschool program if I am found to have misrepresented the information that I have provided.

In the event that I am found to be ineligible for Tuition Assistance after participation, and Roots and Wings Community Preschool determines that repayment is necessary, I agree to repay to Roots and Wings Community Preschool all monies expended by Roots and Wings Community Preschool on my behalf whether the monies were paid directly to me or to individuals, companies or other parties. I agree to pay all costs, expenses, and reasonable attorney's fees incurred by Roots and Wings Community Preschool in order to secure the payback of funds on my behalf.

Print Name of Parent/Guardian

Signature

Date

Print Name of Parent/Guardian

Signature

Date

--- OFFICE USE ONLY ---

Average Monthly Income: _____ Date Received: _____

Annual Household Income: _____ Reviewed By: _____

Documents Verified: (Check all that apply)

Tax Return(s): ☐ Parent/Guardian #1 Individual Return ☐ Parent/Guardian #2 Individual Return
☐ Parent/Guardian Joint Return ☐ Not Applicable

Income Verification: ☐ Pay Stubs ☐ Bank Statements ☐ UI Print Out ☐ Agency Record ☐ Other _____

Tuition Assistance Eligible: Yes No Tuition Assistance Percentage: _____

Referral Eligible: Yes No Referring Agency: _____