



2026-2027 Student Application

*Applications can be printed and then emailed back to willowhousefarm@gmail.com or mailed to 53010 N Hillview Ct. NE, Benton City, WA 99320

Student's Full Name:	Student's Birthdate:
Parent/Guardian Full Name:	Parent Guardian Full Name:
Parent/Guardian Phone #:	Parent/Guardian Phone #:
Parent/Guardian Email Address:	Parent/Guardian Email Address:
Street Address:	City/Zip Code:

Authorized To Pick Up:

Additional person(s) authorized to pick up or drop off my child:

Name:	Phone #:
Name:	Phone #:
Name:	Phone #:

About My Child:

What are their likes & dislikes?

What is the best way to calm them down if they feel upset?

Please list any other concerns or information you think I should know:

CLASS OPTIONS:

Classes Begin After Labor Day, Beginning on September 8th, 2026

I am registering my student for the following class:

- Class 1: (4-5 yrs) Monday & Wednesday 9:00 am – 12:00 pm
- Class 2: (4-5 yrs) Monday & Wednesday 12:30 pm – 3:30 pm
- Class 3: (3 yrs) Tuesday & Thursday 9:00 am – 12:00 pm
- Class 4: (4-5 yrs) Tuesday & Thursday 12:30 pm – 3:30 pm

What class is your second choice if your first choice is full? _____

STUDENT REQUIREMENTS

- 1) All students must be a minimum of three years old by August 31, 2026. Students turning three years old close to the cut-off date, may be considered on a case-by-case basis.
- 2) All students must be potty trained. Occasional accidents are expected but all students must be out of diapers and able to use the bathroom on their own or with limited assistance.
- 3) All students must be able to do the following:
 - a) Learn basic routines
 - b) Follow instructions from the teacher and listen and obey basic safety instructions
 - c) Treat animals kindly

TUITION & FEES:

Annual Tuition Cost is \$2,475 per school year (September - May), broken up into nine monthly payments of \$275. To Register for the 2026/2027 School Year:

- \$75 (NON-REFUNDABLE) Enrollment/Supply Fee
- Last Month's Tuition: \$275
- Total due to register: \$350

Last month's tuition fee ONLY, is refundable if a withdraw request is received before July 15th, 2026.

Tuition for Willow House Farm LLC Preschool is a flat rate annual tuition that may be paid via one of the following payment options.

Please select a payment option:

- Paid in Full: \$2,475.00** – Due September 1st
(Please subtract the last month's tuition, paid upon registration, of \$275. The total amount due September 1st will be \$2,200)
- Monthly: \$275.00** - Due the 1st of each month

Accepted Payment Methods:

1. Check: All checks should be made out to Willow House Farm LLC, (mailed to the address on the front of the application)
2. Cash: Receipts will be provided for cash payments.
3. VenMo: @WillowHouseFarm

HEALTH INFORMATION:

Please list any allergies your student may have:

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Medical Conditions (if any):

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Medications (if any):

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Emergency Contacts:

Name/Relationship:	Phone #:
Name/Relationship:	Phone #:

WILLOW HOUSE FARM LLC PRESCHOOL POLICIES

PAYMENTS:

All payments shall be remitted via one of the above-listed payment methods on or before the 1st of each month.

Late Payment Policy: A fee of \$25.00 will be assessed for any payment over 10 days past due.

Returned Check Policy: Any check returned for insufficient funds will have a \$35.00 fee assessed to that student's account in addition to the original check amount.

Past due accounts: Any student account that is more than 14 days past due shall have the student's class attendance suspended until the student's account is brought current.

Early withdrawal of your student: Should any student need to be withdrawn from Willow House Farm LLC Preschool prior to the end of the 2026/2027 school year, a minimum of 30-day notice in writing to Willow House Farm LLC Preschool is required, and a \$100.00 withdrawal fee will be assessed in addition to any tuition owed.

Extenuating circumstances will be considered on a case-by-case basis and at the discretion of Willow House Farm LLC Preschool.

STUDENT RESERVATION

To reserve your student's place at Willow House Farm LLC Preschool, complete and return the following:

- 1) Student Application**
- 2) Consent to Treat Minor Child**
- 3) \$75 Non-Refundable Enrollment/Supply Fee**
- 4) Last Month's Tuition \$275**

Student placement will be prioritized based on the order in which all completed forms and application fees are received, and on available preschool spots. All other placement issues will be resolved at the discretion of Willow House Farm LLC Preschool.

COMMUNICATION

Email: willowhousefarm@gmail.com

Phone/Text: (509)2059821

GroupMe App: A GroupMe invitation will be sent out at the beginning of the school year to share announcements, weekly curriculum themes, updates & pictures throughout the school year.

SAFETY & SECURITY

At Willow House Farm LLC Preschool, we take student safety and security very seriously. To ensure all students are safe and secure at all times, the following policies shall be strictly adhered to.

1. All students will remain in the classroom or, when outdoors, in a securely fenced area at all times.
2. Student Arrival - Students will be personally greeted in front of the classroom by the teacher.
3. Student Departure - Students will be personally released to a parent or other authorized adult who is personally known to the teacher.
4. If a person not known to the teacher is picking up a student, the following protocols shall be followed:
 - a) Parent or Guardian shall notify the teacher and provide the name of the person picking up their student.
 - b) ***The person picking up the student shall show a valid state-issued ID to the teacher before the student will be released to them.
- 5) While playing outside and interacting with animals, there is a risk of student injury. Willow House Farm LLC Preschool has rules and routines in place to minimize the risk of injury to all students. If a minor injury does occur, the Willow House Farm LLC Preschool teacher maintains Basic First Aid and CPR certifications.
- 6) In the event of a minor injury occurring, the parent or legal guardian of the injured student shall be contacted by the teacher at the first reasonable opportunity.

STUDENT ARRIVAL & PICK-UP

Time before class and after class is valuable preparation and clean-up time for the teacher. To respect that time and to ensure all students are provided the very best experience, Willow House Farm LLC Preschool asks that parents strictly adhere to the following policies:

- 1) Student Arrival:** Teacher will invite students into the classroom no sooner than the respective start of class (9:00 am or 12:30 pm).
- 2) Student pick-up:** All students are to be picked up no later than 10 minutes after class has ended.

Students dropped off or picked up outside of the 10-minute window shall have a \$15.00 fee assessed to their account.

Emergencies or extenuating circumstances will be considered on a case-by-case basis. The final decision shall be at the discretion of Willow House Farm LLC Preschool.

WINTER WEATHER

Willow House Farm LLC Preschool will be following the **Richland School District's** schedule for snow days and snow delays.

1) Snow day cancellations

Snow days are unpredictable. Some years we have a lot and some years we have very few. Willow House Farm LLC Preschool allows up to two snow days each school year that will not be made up. If we have more than two snow days, make-up classes will be offered on Fridays to cover the missed material

2.) Snow delays

Snow delays will require morning classes be cancelled. If more than two days have snow delays, make-up classes will be offered on Fridays to cover the missed material.

3.) Freezing Temperatures

Temperatures, including wind chill, that drop to or below 20 degrees Fahrenheit, will require that we move our outdoor/animal time indoors. This may include playing with baby bunnies or chicks, mud kitchens, egg counting, and farm-style sensory bins indoors.

SICK DAYS

Working with littles, there is a possibility that the teacher may get sick. The teacher is allowed 2 sick days per school year that will not be made up. Beyond those two, if the teacher is too sick to teach, parents will be notified of one of two options. 1.) A substitute teacher will step in for the day to teach, or 2.) Classes will be made up on Fridays. Substitute teachers will be introduced to families ahead of time. They will most likely be substitute teachers or paras from the Richland School District, personally known by the teacher.

HOLIDAYS

Willow House Farm LLC Preschool follows the Richland School District Calendar for all holidays and school breaks. Preschool Calendars will be sent home with students at a preschool open house before the beginning of the school year.

SCHOOL SUPPLIES NEEDED:

Muck Boots (rain boots): We will be playing in the dirt and interacting with animals. This means our shoes will come into contact with animal droppings, and we don't want your child to have to bring those home. Students are welcome to leave their boots in the classroom for the school year. This way, they aren't bringing "surprises" home on their boots.

Backpack: Students will have a craft project to bring home each day. Backpacks are also a good way for students to get used to managing a backpack for school and how to get it on and off.

Appropriate Clothing: Your student should be dressed for the weather as they will be spending time outdoors every day. We also suggest your student wear play clothes or clothes that are okay to get dirty in.

If you have any additional questions, please don't hesitate to contact us at:

Email: willowhousefarm@gmail.com

Phone/Text: (509) 205-9821

I acknowledge that I have read and understand all the information in the Willow House Farm LLC Preschool Student Application Packet. I agree with all the terms and policies outlined therein. I acknowledge that I understand and agree to the terms of the payment plan I have selected.

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature _____ Date: _____

CONSENT TO TREAT MINOR CHILD

I, _____, _____,
parent(s) or legal guardian(s) of; _____, born (Date of
Birth) _____, do hereby authorize Robin K. Harrington, Owner of Willow House Farm
LLC Preschool or her designee, to seek emergency or urgent medical care reasonable and
necessary for the welfare of my child while in the care of Willow House Farm LLC preschool and
in my absence. This authorization is effective from the 8th day of September, 2026 and expires
on the 31st of May 2027.

Signature of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Printed Name

Printed Name

Date Signed

Date Signed

This consent form should accompany the child to the medical facility. The following information
may assist medical staff treating your child, but is not required.

Family's Address _____
Parent/Guardian Phone _____ Parent/Guardian phone _____
Last Tetanus _____ Child's blood type _____
Allergies to food or drugs _____
Current medications _____
Childs Physician _____ Phone _____
Insurance _____ Policy# _____
Preferred hospital _____