

**Union United Methodist Church Tots/Preschool/Kindergarten**

**P. O. Box 765 / 7582 Woodrow Street Irmo, SC 29063**

**803-781-0630 / Fax 803-732-6945**

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**2017 – 2018 REGISTRATION INFORMATION**

Thank you for choosing **Union United Methodist Church Tots/Preschool/Kindergarten** for your child. Our philosophy is based on Learning Through Play. This is a hands-on experience where every child can enter the playing field of life with a strong self-esteem, a cooperative spirit, a sense of creativity, and a joy of learning. We are proud to help develop the game plan for your child. Our staff provides a wonderful atmosphere where children can learn and play in a warm and loving environment. We look forward to working with you and your child. We hope that the following information will be helpful as you enroll your child in our program. Should you have questions, please feel free to call me.

Barbie P. Creswell  
Director

The **PURPOSE** of **Union United Methodist Church Tots/Preschool/Kindergarten** is to give children their first exposure to education and social development within a Christian environment.

**Religious training** will include Bible stories and religious songs. This will be non-denominational in nature but will definitely be Christian. **Manners and courtesy** will be stressed with each age group.

We are licensed with the S. C. Department of Social Services (#16941).

Children enrolled in three year old and older classes must be fully toilet trained prior to attendance. (Pull ups are considered the same as diapers and will not be allowed.)

The S.C. Department of Health and Environmental Control requires that each child enrolled at **Union Tots / Preschool / Kindergarten** have a current, unexpired S.C. Immunization certificate. **These certificates are due by August 23<sup>rd</sup>**. You may fax them to us at 803-732-6945.

**School Calendar**

The **regular school hours** for **Tots/Preschool** classes are 8:45 until 11:45 a.m. The hours for our **5 year old Kindergarten** are 8:15 a.m. until 12:15 p.m.

The **tentative** beginning of school schedule for **2017 – 2018** is:

**Wednesday, August 23<sup>rd</sup> - 8:00 to 11:00 a.m. or 3:00 to 5:00 p.m.** - Classroom/teacher assignments and beginning of school packets will be available for pickup. When you come on this day, please allow enough time to fill out important beginning of school paperwork and be prepared to pay the annual supply/activity fee and/or the September tuition. If you are not able to come on this day, **the makeup time will be at 5:00 p.m. on August 29<sup>th</sup>**.

**Tuesday, August 29<sup>th</sup> - 6:00 - 7:30 p.m.** – You are invited to attend a **Parent Only** orientation to meet your child's teacher and visit the classroom.

**Wednesday, August 30<sup>th</sup>** - Parent/Child Open House (A short scheduled time for your child to meet their teachers.)

**Thursday, August 31<sup>st</sup> &/or Friday, September 1<sup>st</sup>** - Children attend for 1 – 2 hours, as scheduled.

**Monday, September 4<sup>th</sup>** - Labor Day Holiday – No School

**Tuesday, September 5<sup>th</sup>** - Full schedule begins for Wesley Center classes including Early Bunch. Lunch Bunch and Enrichment will begin Wednesday, September 6<sup>th</sup>. A shorter day schedule will continue for Education Building (**Tots**) classes for this week.

**Monday, September 11<sup>th</sup> or Tuesday, September 12<sup>th</sup>** - Full schedule begins for Education Building classes.

**Once your registration form has been processed, and your registration fee payment has cleared the bank, your child will be considered officially enrolled in our program on the days you requested.**

The **REGISTRATION FEE** for all classes is **\$125.00**. (Registration Fee for Union Church members will be discounted to 100.00.) This fee is payable at the time of registration and is your financial commitment to hold your child's place until school begins. **The Registration Fee is not refundable.**

The **Registration Fee** is used to pay for our operating expenses which include: utility payments paid to Union Church, custodial services, student insurance, office supplies, copy paper, equipment and furniture purchases, repairs, and maintenance/additions to our playground, building, and grounds areas such as: painting, carpet cleaning, ground cover for the playground, sand for the sand boxes.

The **ANNUAL SUPPLY/ACTIVITY FEES** will be:

	<b>\$110.00</b> for classes meeting 2 days per week
	<b>\$130.00</b> for classes meeting 3 days per week
	<b>\$145.00</b> for classes meeting 4 days per week
	<b>\$160.00</b> for classes meeting 5 days per week

(Due August 23, 2017)

The **Supply/Activity Fee** is used to pay for our program expenses. We order many items in bulk during August to prepare for each new school year. This one-time fee covers the things your child will use for the entire year. You may choose to provide a special birthday snack for your child's special day or help with a class party, but these activities are optional. The only other things your child will need are a tote bag or backpack and a raincoat with a hood. Children in the Education Building (**Tots**) classes still in diapers will need a few other supplies.

The **Supply** part of this fee pays for such things as: snack and cooking items, classroom art supplies, paper products, and cleaning supplies.

The **Activity** part of this fee pays for our special programs held throughout the year. These special programs are brought to our school in lieu of taking the children on field trips. Examples of some of these special activities held during a typical year include:

**October** The Irmo Fire Department visits for Fire Prevention Month.  
The "Imagination Lady" visits.

**November** Nature Discovery program with Leanne Lamar for 4 & 5 year old classes.

**December** Mrs. Santa Claus visits each classroom.

Union Church's PEP group presents "The Living Christmas Story" for our children.

Families are invited to join their children for a special Christmas program/celebration.

**January** The "Imagination Lady" visits.

**April** Class group pictures are taken (no additional cost/included in activity fee).

The "Imagination Lady" visits.

**May** End of the school year program and activities for the entire family

**All children have music class one day each week.**

**Chapel is held monthly for 3, 4 and 5 year old classes.**

**MONTHLY TUITION** rates will be:

**\$145.00** per month for classes meeting Tues. / Thurs.

**\$165.00** per month for classes meeting Mon. / Wed. / Fri.

**\$185.00** per month for classes meeting Monday - Thursday

**\$215.00** per month for 3 & 4 year old classes meeting Mon. - Fri.

**\$275.00** per month for 1 - 2 ½ year old classes meeting Mon. - Fri.

**\$300.00** per month for the 5 year old kindergarten class

**Tuition for September attendance for all children enrolled in 4 or 5 year old classes will be due by May 15, 2017. For children enrolled in 1, 2 or 3 year old classes, tuition for September attendance will be due (along with the annual supply/activity fee) on August 23, 2017.** Thereafter, tuition will be due on the 15<sup>th</sup> of the month

(Sept. 15<sup>th</sup> - Apr. 15<sup>th</sup>) for attendance during the months of October - May and will be considered late if received after the 25<sup>th</sup> of each month. A full month's tuition is due regardless of the number of days attended each month. A late payment fee of \$2.00 per business day will apply beginning the 26<sup>th</sup> of each month (Sept. - Apr.).

**EARLY BUNCH** (7:30 - 8:45 a.m.) is offered for children enrolled in 3, 4, and 5 year old classes on the days they are in attendance. Regular **Early Bunch** costs \$20.00 per day of the week enrolled per month. (For example, if your child enrolls in **Early Bunch** 5 days per week each month, the cost is \$100.00 (\$20.00 x 5 days a week for the month in addition to regular monthly tuition). Drop-in spots may be reserved, if available.

**LUNCH BUNCH** (12:00 - 1:50 p.m.) is offered for children enrolled in 3, 4, and 5 year old classes. Regular **Lunch Bunch** costs \$35.00 per day of the week enrolled per month. Drop-in spots may be reserved, if available. **Lunch Bunch** will only be offered if we have at least 8 students registered on the regular/permanent list per day.

**ENRICHMENT** classes are offered on Mondays, Wednesdays and/or Fridays for children enrolled in 4 & 5 year old classes for \$45.00 per month per class. No Drop-ins are available for **Enrichment** and we must have at least 10 students registered per day to offer a class.

# Union United Methodist Church

Tots / Preschool / Kindergarten

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Irmo, SC 29063 803-781-0630/FAX: 803-732-6945

[www.unionunitedmethodist.org](http://www.unionunitedmethodist.org)

For office use only

Date \_\_\_\_\_

Check# \_\_\_\_\_

Paid \$ \_\_\_\_\_

Room \_\_\_\_\_

## 2017 – 2018 School Year

**Class Applied For:**

**Birth Dates**

**My Child's Birth Date is:**

5 year olds

Sept. 2, 2011 – Sept. 1, 2012

\_\_\_\_\_

**Days Per Week**

**Monthly Tuition (Oct. – May)**

**Annual Supply/Activity Fee**

(Due Sept. 15<sup>th</sup> – Apr. 15<sup>th</sup>)

(Due Aug. 23<sup>rd</sup>)

Monday - Friday

8:15 a.m. – 12:15 p.m.

\$300.00

\$160.00

(All classes are subject to change due to needs.)

**A NON-REFUNDABLE REGISTRATION FEE OF \$125.00 MUST ACCOMPANY THIS FORM.**

(Registration Fee for Members of Union UMC is discounted to \$100.00)

**Prepayment of September tuition (\$300.00) is due by May 15, 2017 for all children enrolled in five-year-old kindergarten. This payment is non-refundable.**

Child's Full Name \_\_\_\_\_ M / F  
First Middle Last (Name child goes by) (circle)

Address \_\_\_\_\_ Phone \_\_\_\_\_  
(street) (city) (zip)

Previous Union Teacher or Preschool \_\_\_\_\_ Current Carpool # \_\_\_\_\_

Parent's Email Address \_\_\_\_\_

Mother \_\_\_\_\_  
(Name) (Employer) (Work/Cell Phone)

Father \_\_\_\_\_  
(Name) (Employer) (Work/Cell Phone)

Emergency Contact (other than parents) \_\_\_\_\_ Phone \_\_\_\_\_

Special Problems (medical, social, physical, etc.) \_\_\_\_\_

Siblings \_\_\_\_\_ Church Members at \_\_\_\_\_  
(Names and ages) (church name & denomination)

Our family is zoned to attend \_\_\_\_\_ Elementary School.

I acknowledge that I have been made aware of Union U.M.C. Tots/Preschool/Kindergarten's guidelines and policies found at [www.unionunitedmethodist.org/preschool](http://www.unionunitedmethodist.org/preschool).

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

# EARLY BUNCH

2017 – 2018

**Early Bunch** is an early morning (before school) extended care program for children enrolled in a three, four or five year old class. During this time, your child will have play/activities supervised by our regular staff.

**Early Bunch** begins at 7:30 a.m. and ends at 8:45 a.m. when children go to their regular classrooms. There will not be carpool drop-off for **Early Bunch**. Please enter through the back doors of the Wesley Center and walk your child to the **Early Bunch** teacher anytime after 7:30 a.m. to sign them in. **Early Bunch** will meet in Room 6 of the Wesley Center.

YOUR CHILD SHOULD HAVE ALREADY EATEN BREAKFAST PRIOR TO THEIR ARRIVAL AT EARLY BUNCH OR SCHOOL.

Fill out the registration form below to be on the regular/permanent **Early Bunch** list. As part of our regular/permanent list, your child will attend on the same days of the week each month and they must be in school on those days. Any changes or withdrawals must be made through the Kindergarten office by a separate written note or by speaking with someone in the office no later than the 25<sup>th</sup> of the month before the change. If you remove your child from the regular/permanent list during the school year, you will be allowed to return to the regular/permanent list one time.

**Early Bunch** costs \$20 for each day of the week enrolled for each month. The full month's fee for each day enrolled will be **payable** on the 15<sup>th</sup> of each month, August through April, for attendance September through May, and will be considered late on the 25<sup>th</sup> of the month, regardless of the number of days attended. Please note that any student whose account has a balance due for tuition or other fees for the current month will not be allowed to attend until the account is paid up to date or payment arrangements have been made with the Director.

**Early Bunch** drop-ins are accepted as space permits. Drop-in cost is \$10.00 per day. To reserve a drop-in space, please call the Kindergarten office or leave a message on our voice mail. Once you have reserved a drop-in space, payment will be expected by that day for this reservation even if your child does not attend.

**Early Bunch** will meet each regular school day.

(Please keep this part for your information)

(Please detach and return this completed form to the Kindergarten office)

2017 – 2018

## EARLY BUNCH REGISTRATION

Child's Name \_\_\_\_\_ Regular Class Room # \_\_\_\_\_

\_\_\_\_\_ Mondays      \_\_\_\_\_ Tuesdays      \_\_\_\_\_ Wednesdays      \_\_\_\_\_ Thursdays      \_\_\_\_\_ Fridays

Please register my child to attend **Early Bunch** on the days indicated above. I have read and agree to the policies on attendance and payment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(parent/guardian signature)

# LUNCH BUNCH 2017 - 2018



**Lunch Bunch** is a time for children (enrolled in 3, 4 and 5 year old classes) to eat lunch and play indoors and outdoors with friends from their class as well as from other classes. Children bring their own lunch and drink. During lunch, children will have the opportunity to enjoy table manners and social conversation. Then, it's off to play outdoors on the playground (weather permitting) and indoors in the Big Room. Carpool begins at 1:50 p.m. in front of the Wesley Center and ends at 2:00 p.m. Late pickup fees apply if your child is not picked up by 2:00 p.m.

Fill out the registration form below to be on the **regular/permanent Lunch Bunch** list. As part of our regular/permanent list, your child will attend on the same days of the week each month and they must be in school on those days. Any changes or withdrawals must be made through the Kindergarten office by a separate written note or by speaking with someone in the office no later than the 25<sup>th</sup> of the month before the change. If you remove your child from the regular/permanent list during the school year, you will be allowed to return to the regular/permanent list one time.

**Lunch Bunch** costs \$35 for each day of the week enrolled for each month. The full month's fee for each day enrolled will be **payable** on the 15<sup>th</sup> of each month, August through April, for attendance September through May, and will be considered late on the 25<sup>th</sup> of the month, regardless of the number of days attended. Please note that any student whose account has a balance due for tuition or other fees for the current month will not be allowed to attend until the account is paid up to date or payment arrangements have been made with the Director.

**Lunch Bunch** drop-ins are accepted as space permits. Drop-in cost is \$15.00 per day. To reserve a drop-in space, please call the Kindergarten office or leave a message on our voice mail. Once you have reserved a drop-in space, payment will be expected by that day for this reservation even if your child does not attend.

There must be at least 8 students enrolled on the regular/permanent list for a **Lunch Bunch** class to be held.

(Please keep this part for your information)

(Please detach and return this completed form to the Kindergarten office)

## 2017 – 2018 LUNCH BUNCH REGISTRATION

Child's Name \_\_\_\_\_ Room# \_\_\_\_\_ Carpool # \_\_\_\_\_

\_\_\_\_\_ Mondays

\_\_\_\_\_ Wednesdays

\_\_\_\_\_ Thursdays

Please register my child to attend **Lunch Bunch** on the days indicated above. I have read and agree to the policies on attendance and payment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(parent/guardian signature)

# 2017 - 2018 ENRICHMENT CLASSES

## Math and More

Learning math has never been this fun. All lessons are in a setting of fun, old fashioned school yard games and activities. Keeping score isn't about who wins or loses anymore, it's about solving math problems.

## Discovery Days

Explore and discover a world of wonder through the five senses. Hear, see, taste, touch, and see in the "laboratory", kitchen and outdoors. Children will become scientists as they explore the world around them.

## Passport to Fun

Grab your passport and set sail on the SS Union to experience a different country each month. Discovering food, song, dance, language and many more interesting facts proving it is a small, small world after all.

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**ENRICHMENT** is offered to children enrolled in 4 year old and 5 year old classes from 12:15 until 1:50 p.m. Children will bring their own lunch and drink. Carpool pickup will be from 1:50 until 2:00 p.m. in front of the Wesley Center. Late pick up fees will apply if your child is not picked up by 2:00 p.m.

**ENRICHMENT** costs \$45 per month for each class. Each class will have a maximum of 18 students, but there must be a minimum of 10 students enrolled for a class to be held. Enrollment is on a first come, first served basis.

**ENRICHMENT** classes are by regular/permanent list only. There will not be drop-ins or changes in days allowed. Fees are **due** on the 15<sup>th</sup> of each month, August through April, for attendance September through May, and will be considered late on the 25<sup>th</sup> of the month, regardless of the number of days attended per month, for the entire school year. Please note that any student whose account has a balance due for tuition or other fees for the current month will not be allowed to attend until the account is paid up to date or payment arrangements made with the Director.

(Please keep this part for your information)

(Please detach and return this completed form to the Kindergarten office)

## 2017 – 2018 ENRICHMENT REGISTRATION

Child's Name \_\_\_\_\_ Room# \_\_\_\_\_ Carpool # \_\_\_\_\_

**Math and More** \_\_\_\_\_ Mondays    **Discovery Days** \_\_\_\_\_ Wednesdays    **Passport to Fun** \_\_\_\_\_ Thursdays

Please enroll my child in the above **ENRICHMENT** class(es). I have read and agree to the policies on attendance and payment.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(parent/guardian signature)

