

## Union United Methodist Church Tots/Preschool/Kindergarten

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

803-781-0630 / Fax 803-732-6945 DSS License #16941

Website: [www.unionunitedmethodist.org](http://www.unionunitedmethodist.org) email: [Barbie.creswell@unionunitedmethodist.org](mailto:Barbie.creswell@unionunitedmethodist.org)

### **2018 – 2019 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 be Christian.

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 29<sup>th</sup>**. You may fax them to us at 803-732-6945.

### **Beginning 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.

**\*Wednesday, August 15<sup>th</sup>** – Tuition for attendance during the month of September (if not prepaid in May) and the Annual Supply/Activity Fee are due. The Preschool/Kindergarten office will be open on Mondays, Tuesdays and Wednesdays from 9:00 a.m. until 12 Noon during the month of August to receive your payments or you may mail your payment to Union Preschool, P O Box 765, Irmo, SC 29063. If you have already signed up for ACH/Automatic Direct Debit, your payment will be withdrawn from your account on August 15<sup>th</sup>.

**\*Tuesday, August 28<sup>th</sup> - 6:00 - 7:30 p.m.** – **NEW** Pick up your child's teacher assignment followed by a classroom meeting for a **Parent Only** orientation.

**\*Wednesday, August 29<sup>th</sup>** - Parent/Child Open House Drop-in for 15 minutes between 9:00 and 11:00 a.m.

**\*Thursday, August 30<sup>th</sup> &/or Friday, August 31<sup>st</sup>** - Children attend for 1 – 2 hours, as scheduled.

**\*Monday, September 3<sup>rd</sup>** - Labor Day Holiday – No School

**\*Tuesday, September 4<sup>th</sup>** - Full schedule begins for Wesley Center classes. A shorter day schedule will continue for Education Building (Tots) classes for this week.

**\*Monday, September 10<sup>th</sup> or Tuesday, September 11<sup>th</sup>** - Full schedule begins for Education Building classes.

The [Preschool Handbook](#) and the [Preschool calendar](#) can be found under the Preschool Tab at [www.unionunitedmethodist.org](http://www.unionunitedmethodist.org). Please read and review our policies and procedures contained in this Handbook prior to registering your child.

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.

# Union United Methodist Church

Tots / Preschool / Kindergarten

P.O. Box 765 7582 Woodrow Street

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 \_\_\_\_\_

## 2018 – 2019 School Year

**Class Applied For:**

**Birth Dates**

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

5 year olds

Sept. 2, 2012 – Sept. 1, 2013

\_\_\_\_\_

**Days Per Week**

**Monthly Tuition**

**Annual Supply/Activity Fee**

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 \$150.00 MUST ACCOMPANY THIS FORM.**

(Registration Fee for Members of Union UMC is discounted to \$100.00.) (Siblings will be half price.)

**Prepayment of September tuition (\$300.00) is due by May 15, 2018 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 procedures, including our discipline policy found at [www.unionunitedmethodist.org/preschool](http://www.unionunitedmethodist.org/preschool).

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

# EARLY BUNCH

## 2018 – 2019

**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.

**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 with the monthly tuition, August through April, for attendance September through May**, 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)

## 2018 – 2019

### 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

## 2018 – 2019

**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.

**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 with the monthly tuition, August through April, for attendance September through May**, 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)

## 2018 – 2019

### LUNCH BUNCH REGISTRATION

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

\_\_\_\_\_ Mondays

\_\_\_\_\_ Tuesdays

\_\_\_\_\_ Wednesdays

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)

# 2018 - 2019 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.

## 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.

## 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.

\*\*\*\*\*  
\*\*\*\*\*

**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 payable with the monthly tuition, August through April, for attendance September through May**, 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)

## 2018 – 2019 ENRICHMENT REGISTRATION

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

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

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)