

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 email: 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 29th**. 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 15th** – 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 If you have already signed up for ACH/Automatic Direct Debit, your payment will be withdrawn from your account on August 15th.

***Tuesday, August 28th - 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 29th** - Parent/Child Open House Drop-in for 15 minutes between 9:00 and 11:00 a.m.

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

***Monday, September 3rd** - Labor Day Holiday – No School

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

***Monday, September 10th or Tuesday, September 11th** - 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. 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

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

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:

3 year olds

Sept. 2, 2014 – Sept. 1, 2015

Days Per Week

Monthly Tuition

Annual Supply/Activity Fee

_____ Mon. / Wed. / Fri.

\$175.00

\$130.00

_____ Mon. – Thurs.

\$200.00

\$145.00

_____ Mon. – Fri.

\$225.00

\$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.)

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.

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)