

Union United Methodist Church Tots/Preschool/Kindergarten

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

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

Website: www.unionunitedmethodist.org **email:** Barbie.creswell@unionunitedmethodist.org

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 23rd.** 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 23rd - 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 29th.**

Tuesday, August 29th - 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 30th - Parent/Child Open House (A short scheduled time for your child to meet their teachers.)

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

Monday, September 4th - Labor Day Holiday – No School

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

Monday, September 11th or Tuesday, September 12th - 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:

	\$110.00 for classes meeting 2 days per week
	\$130.00 for classes meeting 3 days per week
	\$145.00 for classes meeting 4 days per week
	\$160.00 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 15th of the month

(Sept. 15th - Apr. 15th) for attendance during the months of October - May and will be considered late if received after the 25th 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 26th 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.

For office use only

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

Date _____

Check# _____

Paid \$ _____

Room _____

2017 – 2018 School Year

Class Applied For:

Birth Dates

My Child's Birth Date is:

1 – 2 ½ year olds

Sept. 2, 2014 – Sep. 1, 2016

Days Per Week

Monthly Tuition (Sept. – May)

Annual Supply/Activity Fee

Please check preference

(Due Aug. 23rd – Apr. 15th)

(Due Aug. 23rd)

_____ Mon. / Wed. / Fri.

\$165.00

\$130.00

_____ Tues. / Thurs.

\$145.00

\$110.00

_____ Mon. - Fri.

\$275.00

\$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)

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.

Date _____ Parent Signature _____