

**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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**2012 – 2013 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 20<sup>th</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. **Union United Methodist Church Tots/Preschool/Kindergarten** follows the Lexington/Richland School District Five early dismissal, holiday and in-service day calendar. Please be aware that Lexington/Richland School District Five Elementary schools dismiss early about 7 times during the school year (approximately once a month).

The **tentative** beginning of school schedule for 2012 – 2013 is:

**Monday, August 20<sup>th</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 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 28<sup>th</sup>**.

**Tuesday, August 28<sup>th</sup> – 6:00 - 7:00 p.m.** – You are invited to attend a **Parent Only** orientation to meet your child's teacher and visit the classroom.

**Wednesday, August 29<sup>th</sup>** - Parent/Child Open House (A short scheduled time for your child to meet their teachers.)

**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 with Early Bunch, Lunch Bunch, and Enrichment. A shorter day schedule will continue for Education Building (**Tots**) classes for this week.

**Once your registration form has been processed, and your registration fee check 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 **\$115.00**. 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:

**(Due August 20, 2012)**

**\$80.00** for classes meeting 2 days per week

**\$100.00** for classes meeting 3 days per week

**\$130.00** for preschool classes meeting 5 days per week

**\$145.00** for the 5 year old kindergarten class

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.

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

"ACX" brings gymnastic equipment for children to use for a week.

The "Imagination Lady" visits.

**April** Patchwork Players visit.

**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 4 and 5 year old classes.**

**MONTHLY TUITION** rates will be:

**\$120.00** per month for classes meeting Tues. / Thurs.

**\$135.00** per month for classes meeting Mon. / Wed. / Fri.

**\$175.00** per month for 3 & 4 year old classes meeting Mon. – Fri.

**\$225.00** per month for the 5 year old kindergarten class

**Tuition for September attendance will be due (along with the annual supply/activity fee) on August 20, 2012.**

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 \$15.00 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 \$75.00 (\$15.00 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 \$30.00 per day of the week enrolled per month. Drop-in spots may be reserved, if available. **Lunch Bunch** will be offered on Mondays, Wednesdays and Fridays. It will be offered on Tuesdays and Thursdays if we have at least 10 students registered on the regular/permanent list.

**ENRICHMENT** classes are offered on Mondays, Wednesdays and/or Fridays to children enrolled in 4 & 5 year old classes for \$40.00 per month per class. No Drop-ins are offered for Enrichment.

**Registration for Early Bunch, Lunch Bunch and Enrichment will begin August 20, 2012.**

For office use only

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Tots / Preschool / Kindergarten

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

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Date \_\_\_\_\_

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

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

Room \_\_\_\_\_

## 2012 – 2013 School Year

**Class Applied For:**

**Birth Dates**

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

\_\_\_\_\_ One year olds

March 1, 2011 – September 1, 2011

\_\_\_\_\_

**Days Per Week**

**Monthly Tuition (Sept. – May)**  
(Due Aug. 20<sup>th</sup> – Apr. 15<sup>th</sup>)

**Annual Supply/Activity Fee**  
(Due Aug. 20<sup>th</sup>)

\_\_\_\_\_ Tuesday & Thursday

\$120.00

\$80.00

(All classes are subject to change due to needs)

**A NON-REFUNDABLE REGISTRATION FEE OF \$115.00 MUST ACCOMPANY THIS FORM.**

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.

How did you find out about us? \_\_\_ Family \_\_\_ Friends \_\_\_ Church \_\_\_ Other \_\_\_\_\_

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