



1548 Mount Vernon Road
 Dunwoody, Georgia 30338
 770-394-2555 – Telephone
 770-394-6003 – Facsimile
 Preschool@dunwoodyumc.org – E-Mail

2012-2013 ADMISSION APPLICATION

Dunwoody UMC Preschool accepts students without regard to race, creed, sex, religion or national origin.

Child's Full Name _____ Preferred Name _____ Date of Birth _____ M/F _____
 Address _____ City _____ State _____ Zip _____ County _____
 Home Telephone Number _____ Home E-Mail Address _____
 Father's Name _____ Mother's Name _____
 E-mail _____ E-mail _____
 Cell Phone _____ Cell Phone _____
 Work Phone _____ Work Phone _____
 Place of Employment _____ Place of Employment _____

If there is a separation or divorce in the family, please complete the questions below:

If separated or divorced, with which parent does the child reside? _____
 Please describe the custody agreement regarding either parent visiting classes or taking the child from school on a separate sheet.
 Name of Legal Guardian _____
 Address _____ Home Telephone _____
 ** You must provide DUMC Preschool with proper court documentation regarding custody of your child. **

Family's Church Membership/Affiliation _____ Language(s) Spoken in home _____
 Names and ages of siblings _____
 Returning Student? Yes No (If "yes", current teacher/class) _____
 Sibling of Current Student? Yes No (If "yes", name of sibling) _____ DUMC Member (as of _____)? Yes No
 Sibling of Former Student? Yes No (If "yes", name of sibling) _____
 Previous School Attendance: _____
 Is your child receiving services from Babies Can't Wait, DeKalb, Fulton, Cobb, or Gwinnett County Schools, or any private therapist for speech, OT, or behavior? Yes No (If "yes", please explain.) _____

PLEASE CHECK THE CLASS FOR WHICH YOU ARE REGISTERING YOUR CHILD:

| PLEASE CHECK PREFERENCE (Indicate second choice with a "2", if applicable.) | CLASS | MONTHLY TUITION | ONE-TIME NON-REFUNDABLE REGISTRATION FEE |
|---|-------------------|-----------------|--|
| | Infants (T/TH) | \$245 | \$100 |
| | Toddlers (T/TH) | \$245 | \$100 |
| | Toddlers (W/F) | \$245 | \$100 |
| | Twos (M/W/F) | \$300 | \$100 |
| | Twos (T/TH) | \$230 | \$100 |
| | Threes (M/W/F) | \$265 | \$100 |
| | Threes (T-F) | \$315 | \$100 |
| | Fours (M-F) | \$355 | \$100 |
| | Young Fives (M-F) | \$355 | \$100 |

Supply and activity fees are included in tuition amounts.

MEDIA INFORMATION
PHOTO/WEBSITE/DIRECTORY RELEASE

During the school year, pictures are taken of children and classes at DUMC Preschool for the Preschool's use only. This may include the Preschool links on the church website, a teacher's web page, a brochure, the Preschool yearbook, or an advertisement. By signing below, you are giving your consent which will enable the Preschool to use a picture of your child for Preschool purposes only, including, but not limited to the DUMC Preschool website, brochures, yearbook, or advertisements.

By signing below I hereby give consent for DUMC Preschool to use an image of my child for the purposes listed above. Further, I give DUMC Preschool permission to print my child's name in the yearbook and our family's name, address, phone number, and e-mail address in the school directory, with the understanding that it will be for Preschool family use only and not for commercial purposes.

Signature of Parent _____ Date _____

FINANCIAL POLICIES

Dunwoody United Methodist Church Preschool operates as a non-profit organization and relies on registration fees and tuition payments for operating expenses. Prompt payment of monies enables DUMC Preschool to maintain its program with the highest quality and standards.

A non-refundable, non-transferable \$100 registration fee is due with this application. Applications will be processed only if the application is complete and the registration fee is included.

The Preschool's tuition policy is based on a child's commitment to one full school year. As a courtesy to you, tuition payments are divided into nine (9) equal installments, payable monthly and due as indicated on the schedule below.

| MONTH OF TUITION | TUITION PAYMENT DEADLINE |
|-------------------|---|
| September Tuition | August 1, 2012 |
| October Tuition | September 1, 2012 |
| November Tuition | October 1, 2012 |
| December Tuition | November 1, 2012 |
| January Tuition | December 1, 2012 |
| February Tuition | January 1, 2013 |
| March Tuition | February 1, 2013 |
| April Tuition | March 1, 2013 |
| May Tuition | Tuition Deposit Applied (paid by May 1, 2012) |

A Tuition Deposit equal to one month's tuition is due no later than May 1, 2012. If you enroll your child after May 1, the Tuition Deposit must be submitted with the application and Registration Fee. The Tuition Deposit is non-refundable and non-transferable. The Tuition Deposit will remain as a credit on your account and will serve as the May 2013 tuition payment at the end of the year.

If you withdraw your child for any reason prior to the end of the school year, we require a written notification at least 30 days in advance, and the Tuition Deposit and one month of tuition is forfeited. All tuition payments are non-refundable and non-transferable.

All tuition payments are due on the first (1) day of the month. DUMC Preschool grants families a five (5) day grace period. After the fifth (5th) day of the month, the following late fees will apply:

Payment between the 6th – 15th day of the month – \$20 late fee applies
Payment between the 16th – end of the month - \$30 late fee applies

Late fees will continue to accrue until payments are received and the account is made current.

Current students will be placed on a class list only if tuition payments for the current school year are up-to-date.

For more information about lump sum payments or other payment options, please contact the Preschool Business Manager, Fran Bartel, 770-394-2555 Extension 144. If the Business Manager does not receive your Tuition Deposit by May 1, 2012, DUMC Preschool will assume your child will not attend DUMC Preschool, and your spot will be released to another student.

There will be no financial credits due to illness, inclement weather, travel, or any other reason. If your child will be absent for an extended period of time, you are responsible for paying all monies due in order to retain his/her placement in our program. Failure to do so will result in forfeiture of your child's spot.

By signing below, I have read and agree to all abide by the financial policies as set forth above.

Signature of Parent _____ Date _____

2012-2013 EMERGENCY CONTACT INFORMATION AND POLICIES

Pediatrician _____ Practice Name _____

Telephone Number _____

ALLERGY ALERTS (Please list all allergies) _____

What is the allergic reaction and treatment? _____
(In order for DUMC Preschool to administer any medication, a separate Authorization to Dispense Medication form must be completed and signed by the child's pediatrician.)

Medications taken regularly, dosage, and for what use _____

Insurance Company _____ Policy Number _____

EMERGENCY CONTACTS: DUMC Preschool will always try to contact parents first in the event of an emergency. In your absence, the following people have your permission to act on your behalf to seek care or emergency treatment for your child:

| NAME | ADDRESS | TELEPHONE NUMBER (HOME AND CELL) | RELATIONSHIP TO CHILD |
|------|---------|-------------------------------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

CHILD RELEASE: By signing below, you authorize DUMC Preschool to release your child to the following person(s):

| NAME | ADDRESS | TELEPHONE NUMBER (HOME AND CELL) | RELATIONSHIP TO CHILD |
|------|---------|-------------------------------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

PROCEDURES FOR MEDICAL EMERGENCIES

In case of a severe illness or injury, the Director or a member of the Preschool Office Staff will first call the DeKalb Emergency Medical Squad (911). The parents will be called to make them aware of the emergency. If the parents or emergency contact person(s) are unavailable, the Director or a Preschool Office Staff member will follow the emergency vehicle to the hospital.

If the injury is not serious enough to warrant a call to 911 but does require immediate medical attention and the parents or emergency contact cannot be reached, transportation to Children's Healthcare of Atlanta will be provided by ambulance.

All minor injuries will be handled in house. If a minor illness occurs, the parents (guardian) or emergency contact person will be contacted immediately. The child will remain in the Director's office or the classroom until dismissal or until a parent or emergency contact has arrived. If a call is placed for a parent to pick up a child due to illness, you must arrange for the child to be picked up within 30 minutes.

WAIVER OF LIABILITY

It is mutually understood that in the event of an accident or illness involving my child while in the care of DUMC Preschool, the staff shall use their best efforts to contact me. In the event I am not immediately available, the staff is authorized to secure such medical care as the situation may reasonably warrant.

It is agreed that where the school has acted in good faith to secure appropriate treatment following an accident or illness involving my child, any and all liability as might exist, is expressly waived by me, the parent or guardian.

Signature of Parent _____ Date _____

AUTHORIZATION FOR CONSENT TO MEDICAL TREATMENT FOR A MINOR CHILD

I, _____ of _____, _____,
City State

_____, do hereby state that I am the natural parent or legal guardian, having
County

legal custody of _____ who resides with me at
Child's name

Address

Home phone Work phone Cell Phone

I authorize my child's teacher, the Director or the Office Staff of DUMC Preschool, Dunwoody, Georgia to consent to x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care, to be rendered to the minor under the general or specific supervision and advice of a physician or surgeon licensed to practice medicine in the state of Georgia, when the need for such treatment is immediate and when efforts to contact either parent or guardian is unsuccessful. This authorization applies only during the hours my child is attending DUMC Preschool. If such a situation should arise, I understand medical care, as the situation may reasonably warrant, will be secured. I do hereby indemnify and hold harmless the physician, hospital, and other persons, including DUMC Preschool and church personnel, who act in reliance upon this authorization.

Signature of Parent/Guardian Dated the _____ day of _____ 2012

TERMS AND CONDITIONS

All students in Threes, Fours, and Young Fives classes must be completely toilet-trained and able to independently use the restroom when Preschool begins. Each child should be wearing underwear, not Pull-Ups or diapers, at school. For the purposes of clarification, our definition of fully toilet-trained is the child's recognition of the need to use the restroom; is able to inform an adult of the need to go; enters the restroom on their own; removes necessary clothing with little or no assistance; sits or stands at the commode and handles own hygiene; re-dresses; washes hands and rejoins the class.

Dunwoody United Methodist Church Preschool is in session from September 4, 2012 until May 15, 2013.

Any class that does not meet minimum enrollment requirements following registration is subject to cancellation.

By signing below, I agree to abide by all policies and procedures, as well as periodic revisions to the policies and procedures as set forth by DUMC Preschool in its Parent Handbook as well as through other means of communication.

Signature of Parent _____ Date _____

FOR OFFICE USE ONLY

Date Received _____

Check Number _____

Check Amount _____