

# Dunwoody United Methodist Church Preschool

## Registration Instructions

### Financial Policies, Terms and Conditions

### 2010 - 2011

Thank you for your interest in Dunwoody United Methodist Church Preschool. The registration and admission application forms on the following pages will enable you to register your child for the 2010 - 2011 school year. Please read and sign this document and return it with your child's application.

**Registration for 2010 – 2011 will be conducted on the following days:**  
**Wednesday, January 20, 2010 (7:30 a.m.) Church Members (by October 1, 2009)**  
**Thursday, January 21, 2010 (7:30 a.m.) Currently Enrolled Families**  
**Friday, January 22, 2010 (7:30 a.m.) Open Registration**

Upon your arrival in the DUMC Gym at 7:30 a.m., you will sign in and draw a number. Registration will be done in that order.

An Application, Financial Policies, Terms and Conditions are attached. If you need additional forms, please refer to the Preschool website, [www.dunwoodyumc.org](http://www.dunwoodyumc.org), or in the Preschool Office. If you do not need the forms you have been given, please pass them on to a friend or return them to the Preschool.

The following items are needed to complete your child's registration process:

- **Financial Policies, Terms and Conditions/2010-2011** should be read, signed and returned with the Admission Application.
- **Admission Application/2010-2011** must be complete with home and work addresses, zip codes, e-mail addresses, cell and home phone numbers. If your address and/or any phone numbers change at any time, please contact the Preschool Office.
- **Registration Fee of \$100** per child, payable by check to DUMC Preschool. Registration fees are non-refundable.
- **Emergency Contact and Medical Release Form/2010-2011** needs to be completed and signed and returned to the Preschool Office by the close of business on May 3, 2010.
- **Health History Form/2010-2011** needs to be completed and signed by a physician and returned to the Preschool Office by the close of business on May 3, 2010.
- **Georgia Certificate of Immunization Form 3231**, available from your pediatrician, is required before a child may attend Preschool. Forms may be turned in to the Preschool Office by the close of business on May 3, 2010.

Listed below you will find the classes offered, ratios of teachers to students and the age requirements for your child to attend DUMC Preschool or MMO program. All classes meet from 9:00 a.m. to 12:00 p.m.

# of classes Days offered	Ratios Adult:Child	Class Name Age Requirement	Registration Fee (non- refundable)	Monthly *Tuition Fee	Annual Traffic Fee Per Family
1 TTH or 1 WF	2:6	Infants 6 mos. by 9/1/10	\$100	\$235	\$75
3 TTH 3 WF	2:8	Toddlers 12 – 24 mos. By 9/1/10	\$100	\$235	\$75
4 TTH	2:10	2 Day 2's 2 by 9/1/10	\$100	\$220	\$75
2 MWF	2:12	3 Day 2's 2 by 9/1/10	\$100	\$290	\$75
1 TTH	2:12	2 Day 3's 3 by 9/1/10	\$100	\$220	\$75
4 MWF	2:14	3 Day 3's 3 by 9/1/10	\$100	\$255	\$75
1 T-F	2:14	4 Day 3's 3 by 9/1/10	\$100	\$300	\$75
4 M-F	2:16	5 Day 4's 4 by 9/1/10	\$100	\$340	\$75
1 M-F	2:16	5 Day 5's 5 by 9/1/10	\$100	\$340	\$75

**\*Monthly tuition includes supply and activity fees.**

Registration applications will be processed only if the application is complete and the registration fee is included. **Current students will be placed on a class list only if tuition payments for the current school year are up-to-date.** No teacher or classmate requests please. Children are placed in classes according to gender, birthdates and teacher recommendations. Any class that does not meet minimum enrollment requirements following registration is subject to cancellation.

You will be notified following registration regarding your child's placement for the 2010 - 2011 school year. If no space is available at time of registration, your child will be placed on a wait list. Every effort will be made to accommodate your child, but there is no guarantee of placement. Placement from the wait list will be made primarily by the order of students listed, with some exceptions. We will contact you as soon as a space becomes available for your child.

If you no longer need a space, please inform the Preschool Office as soon as possible.

**PLEASE SIGN AND RETURN THIS PAGE WITH YOUR  
ADMISSION APPLICATION**

September tuition or lump sum tuition payments are due by June 1, 2010. For more information about on-line tuition payments or automatic bill-pay, please contact the Preschool Business Manager, Fran Bartel, 770.394.2555 ext. 144. If the Business Manager does not receive September tuition by June 1, 2010, we assume your child will not attend DUMC Preschool, and your child's slot will be given to another child. Payment of the \$75 annual Traffic Fee will be due on or before September 1, 2010.

Thereafter, monthly tuition is due the first day of each month, September through April, for the following month (i.e. tuition for October is due September 1, 2010). One month's **written notice** is needed to withdraw a child from DUMC Preschool during the school year. Otherwise the following month's tuition is forfeited. Tuition received after the 10<sup>th</sup> of the month will be subject to a late fee of \$10. A \$25 late fee will be charged for payments received after the 16<sup>th</sup> of the month. Late fees will continue to accrue until payments are received and your account is made current.

All students in 3-year old and 4-year old classes must be completely toilet-trained and able to independently use the restroom when the school year 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; redresses; washes hands and rejoins the class.

I understand that Dunwoody United Methodist Church Preschool is in session from September 7, 2010 until May 18, 2011.

**I have read and accept all terms and conditions stated above.**

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**Parent Signature** **Child's Name** **Date**

Please contact the Preschool Office, 770.394.2555 or [Preschool@dunwoodyumc.org](mailto:Preschool@dunwoodyumc.org) with any questions. On-line information is available at [www.dunwoodyumc.org](http://www.dunwoodyumc.org).

**Dunwoody United Methodist Church Preschool  
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