

**Glenelg United Methodist Church  
Preschool**

13900 Burntwoods Road  
Glenelg, MD 21737  
410-489-7702  
admin@gumcpreschool.org  
www.gumcpreschool.org

**REGISTRATION & FINANCIAL  
AGREEMENT FORM  
2023-2024**

All new students will receive a t-shirt and tote bag.

**Returning students, please indicate if you'd like to purchase a new t-shirt:** Yes No  
Shirts are \$9 payable by check to GUMC Preschool or cash.

**T-Shirt Size:** 2T 3T 4T XS (4/5) S (6/8)  
*(Please circle)*

**Gender:** Male Female  
*(Please circle)*

**Please Print Clearly:** \_\_\_\_\_  
*Child's Last Name First Middle Date of birth (MM/DD/YY)*

**Address:** \_\_\_\_\_  
*Street City State Zip*

**Parent #1/Guardian's Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Occupation:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Parent #2/Guardian's Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Occupation:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Child Resides With:** \_\_\_\_\_ Both Parents \_\_\_\_\_ Parent #1 \_\_\_\_\_ Parent #2 \_\_\_\_\_ Other (please list below)  
**Siblings Names and Ages:** \_\_\_\_\_  
**Other Adults or Children and Ages:** \_\_\_\_\_

**Does your child have any allergies or health conditions?** Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

**Does your child receive any services** (special education, occupational, or speech therapy)? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

**Child's Previous Group Experiences:** \_\_\_\_\_

**Home Church:** \_\_\_\_\_

**Is your child currently potty-trained?** Yes \_\_\_ No \_\_\_ If not, explain their progress: \_\_\_\_\_

Class Assignment:	TuTh Older 2's	MWF 3's
	TuTh 3's	MWF Pre-K
	M-Th Pre-K	M-F Pre-K
Security Deposit (1 mo.-May's payment):	_____	
Registration / Activity Fee:	+	_____
<i>(\$200 New Student, \$165 Returning)</i>		
One-time discount for siblings only		
<i>(\$25 per sibling for concurrently-enrolled siblings only)</i>	-	_____
Total Amount Due	=	_____
Invoices will be sent via Procure or you may write a check made payable to <b>GUMC Preschool</b> .		
Check No:	_____	Date: _____

Please indicate which class you are enrolling your child in by placing a “check” in the choice box. If you wish to be put on the waiting list for another class because it is already full, please write a “W” in that class option’s choice box:

Choice	Class Options	Days	Age	Yearly Tuition	Monthly (Total tuition divided into 9 equal payments)
	Older 2’s - 9:15-1:15 (Bring Lunch)	TuTh	Must turn 3 between 9/1 and 1/31	\$3060	\$340
	3’s - 9:15-1:15 (Bring Lunch)	TuTh	3 by 9/1	\$3060	\$340 (*Must be toilet trained)
	3’s - 9:15-1:15 (Bring Lunch)	MWF	3 by 9/1	\$4320	\$480 (*Must be toilet trained)
	Pre-K - 3-day - 9:15-1:15 (Bring Lunch)	MWF	4 by 9/1	\$4320	\$480 (*Must be toilet trained)
	Pre-K - 4-day - 9:15-1:15 (Bring Lunch)	M-Th	4 by 9/1	\$5715	\$635 (*Must be toilet trained)
	Pre-K - 5-day - 9:15-1:15 (Bring Lunch)	M-F	4 by 9/1	\$6885	\$765 (*Must be toilet trained)

**Please Note:**

Classes will be configured based upon *Pre-registration Preference Form Choices*, enrollment, birth dates, current classroom placement and progress, developmental needs, male/female ratios and classroom size. Staffing patterns and room assignments will not be completed until sometime in late July. **Please remember you are registering for a class, not a specific teacher or room.**

\*For Promotion/placement into a 3-year-old classroom, students **must** be toilet trained before the start of their 3-year old preschool year - no more than one accident during the daytime per week for at least a 2-3 week period.

**Tuition Payment Options (please check one)**

\_\_\_\_\_ Annual (one payment, due September 1, 2023)

\_\_\_\_\_ Semi-annual (two payments, due September 1, 2023 & December 1, 2023)

\_\_\_\_\_ Monthly (Invoices sent via Procure on the 1<sup>st</sup> of the month with payment due by the 7<sup>th</sup> of the month, September-April)

**NEEDED TO REGISTER YOUR CHILD**

- This completed **Registration & Financial Agreement Form**
- Non-refundable Registration/Activity Fee – toward administrative costs, field trips, in-house events, programs. (New Students \$200.00, Returning Students \$165.00)
- Non-Refundable Security Deposit of one month’s tuition payment, see chart above for the amount. (This will be applied as May’s tuition payment, payment #1 out of 9 total payments.)

I, \_\_\_\_\_, agree to adhere to the Registration and Enrollment policies in the *Family Handbook* and applicable tuition fees and due dates. I further acknowledge that if a withdrawal from the program is necessary, a 60 days written notice is required and that:

- **Registration Fees are strictly non-refundable due to administrative costs.**
- **Activity Fee** will be refunded and be prorated to the number of months your child is not in our program.
- **1-Month Security Deposit**  
 If a child is withdrawn over the summer (before school starts in September) we will refund their Activity Fee in full **and if we can fill your child’s spot**, we will refund their 1-month security deposit. If we cannot fill your child’s spot, your 1-month security deposit will not be refunded.  
 If a child withdraws after the start of the year, we will refund their prorated Activity Fee. **If we can fill your child’s spot**, we will refund their 1-month security deposit. If we cannot fill your child’s spot, your 1-month security deposit will not be refunded.
- **There is no reduction in tuition for holidays, vacations, absenteeism, non-academic days and school closings due to inclement weather or in the case of COVID/other emergency-related issues up to but not limited to two consecutive weeks at a time.**
- **A \$20.00 late fee will be assessed for tuition paid more than 7 days after due date and a \$30.00 fee will be assessed for any returned check.**

Parent’s Signature \_\_\_\_\_

Date \_\_\_\_\_