

**Glenelg United Methodist Church
Preschool**

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REGISTRATION & FINANCIAL

AGREEMENT FORM

2022-2023

T-Shirt Received _____ Tote Bag Received _____
(For Office Use Only, New Students)

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

*Gender: Male Female
(Please circle)

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 GUMC Preschool .		
Check No: _____		Date: _____

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

Address: _____
Street City State Zip

Mother/Guardian's Name: _____ Cell Phone: _____

Occupation: _____ Home Phone: _____

Email Address: _____ Work Phone: _____

Father/Guardian's Name: _____ Cell Phone: _____

Occupation: _____ Home Phone: _____

Email Address: _____ Work Phone: _____

Child Resides With: _____ Both Parents _____ Mother _____ Father _____ Other (please list below)

Siblings Names and Ages: _____

Other Adults or Children and Ages: _____

Does your child have any allergies, special health conditions or developmental delays? Yes _____ No _____

Please explain if yes: _____

Child's Previous Group Experiences: _____

Home Church: _____

Is your child currently potty-trained? Yes _____ No _____ If not explain their progress: _____

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 3/31.	\$2925	\$325
	3’s - 9:15-1:15 (Bring Lunch)	TuTh	3 by 9/1	\$2925	\$325 (*Must be toilet trained)
	3’s - 9:15-1:15 (Bring Lunch)	MWF	3 by 9/1	\$4140	\$460 (*Must be toilet trained)
	Pre-K - 3-day - 9:15-1:15 (Bring Lunch)	MWF	4 by 9/1	\$4140	\$460 (*Must be toilet trained)
	Pre-K - 4-day - 9:15-1:15 (Bring Lunch)	M-Th	4 by 9/1	\$5445	\$605 (*Must be toilet trained)
	Pre-K - 5-day - 9:15-1:15 (Bring Lunch)	M-F	4 by 9/1	\$6570	\$730 (*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, 2022)

_____Semi-annual (two payments, due September 1, 2022 & December 1, 2022)

_____Monthly (Invoices sent via Procure on the 1st of the month with payment due by the 7th 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 COVID-19 Addendum**, 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_____