



Dear Prospective Family and Student(s):

Thank you for your interest in our high-quality preschool program. This information is provided to help you decide when and how to register your child(ren) for the 2019-2020 school year. Complete program information and procedures can be found in our KUMCP Parent Handbook on our website. If you have questions after reviewing this information, or wish to speak with the Director, please feel free to email us at preschool@knightdaleumc.org or call us at 919-266-2373.

PROGRAM INFORMATION

Our school year begins the Tuesday after Labor Day and ends the Wednesday before Memorial Day. We offer a flexible schedule Monday through Friday. In addition to the daily classroom experience, we offer Chapel, Spanish and Music & Movement weekly. We enjoy time on the playground or in the courtyard each day and a healthy snack is provided by the preschool. Our Junior K students and Enrichment Lunch participants bring a healthy lunch from home each day.

CLASS OFFERINGS

Toddlers -- 2 days per week (T/Th), 3 days per week (M,W,F) or 5 days per week (M-F) **9am-12pm**

Early Preschool -- 2 days per week (T/Th), 3 days per week (M,W,F) or 5 days per week (M-F) **9am-12pm**

Preschool -- 3 days per week (M,W,F), 4 days per week (M-TH) or 5 days per week (M-F) **9am-12pm**

Junior K -- 4 days per week (M-Th) **9am – 1pm** OR 5 days per week (M-Th) **9am – 1pm & (Friday) 9am-12pm**

FLEXIBLE SCHEDULE

Our Early Birds is available daily 8am—9am for all students and our Enrichment Lunch is offered Monday-Thursday from 12pm—1pm for our Toddlers through Preschoolers. Both programs require pre-registration and an additional nominal fee to participate.

REGISTRATION DATES & PRIORITIES

Registration for the Knightdale UMC Preschool (KUMCP) 2019-2020 school year will be divided into the following two categories:

- **First Priority:** Currently enrolled students and siblings— begins Monday, January 28, 2019. All currently enrolled students and their siblings are guaranteed a spot if a complete Registration and Enrollment packet is received by January 31st at 1:00 pm.
- **Second Priority:** General Public—begins Friday, February 1st, 2019.

All families will receive notification of their child(ren)'s enrollment status via email within 72 hours after receiving the completed Registration and Enrollment packet.

REGISTRATION FEE

The non-refundable registration fee is equal to one month's tuition. Registration fees are accepted via cash, check, or money order.

TUITION

The KUMCP Board has approved the following tuition rates for the 2019-2020 school year:

Class Options	Tuition 2 Days (T,TH)	Tuition 3 Days (M,W,F)	Tuition 4 days (M-TH)	Tuition 5 days (M-F)
Toddlers (1- young 2's) 9am-12pm	\$200/month \$1800/school year Sibling Discount: \$185 \$1665/School Year	\$235/month \$2115/school year Sibling discount: \$220 \$1980/school year		\$315/month \$2835/school year sibling discount: \$300 \$2700/school year
Early Preschool (2 & 3 yr olds) 9am-12pm	\$200/month \$1800/school year Sibling Discount: \$185 \$1665/School Year	\$235/month \$2115/school year Sibling discount: \$220 \$1980/school year		\$315/month \$2835/school year sibling discount: \$300 \$2700/school year
Preschool (3 & 4 yr olds) 9am-12pm		\$235/month \$2115/school year Sibling discount: \$220 \$1980/school year	\$270/month \$2430/school year Sibling discount: \$255 \$2295/school year	\$315/month \$2835/school year sibling discount: \$300 \$2700/school year
Junior K (4 & 5yr olds) 9am-1pm (M-TH) 9am-12pm (Fri.)			\$305/month \$2745/school year Sibling discount: \$290 \$2610/school year	\$345/ month \$3105/school year sibling discount: \$330 \$2970/school year

Tuition is separated into 9 equal payments (see above monthly rates). Tuition is due the first school day of the month, September through May (tuition due dates are printed in the KUMCP Parent Handbook). A \$5 per day late fee will be assessed if tuition is not paid by the 10th of each month. Delinquent payments are subject to an assessment equal to any bank fees associated with the transaction. A 5% discount is offered when the annual tuition is paid in full by September 1st, 2019. There will be no refunds or credit given for days missed for any reason including sickness, vacation or the closing of school for inclement weather. Sibling discounts are given with monthly tuition fees. Sibling discounts do not apply to registration fees.

**Scholarship information is available upon request.

MEDICAL INFORMATION

Emergency Contact Form and Medical Form including immunization record must be completed and returned NOT LATER THAN the first day of school. KUMCP is an Allergy Aware School. If your child has any food allergies, you will be required to have an Allergy Action Plan on file by the first day of school. To provide the safest environment for all children, we may ask all parents to limit the foods they send to school with their child(ren). If you have any questions regarding these requirements, please contact us at 919-266-2373 or preschool@knightdaleumc.org.

Thank you for your interest in our program. We are excited for the opportunity to support you as we navigate through these Early Childhood years together. We are aware of this great responsibility we have as partners in teaching and nurturing your child. They are our highest priority, and we never forget that they are truly a gift from God. Thank you for entrusting and sharing your child with us!

Warmly,

Danielle Glenewinkel
Knightdale UMC Preschool Director



7071 Forestville Rd
 Knightdale, NC 27545
 (919) 266-2373
 preschool@knightdaleumc.org

Registration and Enrollment 2019-2020

Step One: Complete student and family information below:

Child's Name: _____ Nickname: _____

Birth Date: _____ Male Female Age as of 08/31/2019: _____

Address: _____ Zip Code: _____

Whom may we thank for referring you to KUMCP? _____

Mother/Guardian's Information:

Father/Guardian's Information:

Name _____

Name _____

Cell # _____

Cell # _____

Email _____

Email _____

Occupation _____

Occupation _____

Place of Employment _____

Place of Employment _____

Work # _____

Work # _____

Please list all known food and environmental allergies:*

*If applicable, I understand that I must have an *Allergy Action Plan* completed by a physician on file before my child can start school. Yes ___ No ___ N/A ___

My child's immunizations are current.* Yes ___ No ___ My child has annual doctor's visits. Yes ___ No ___

***A COPY OF YOUR CHILD'S IMMUNIZATION RECORD MUST BE ATTACHED TO THE MEDICAL FORM.**

Step Two: Please check the number of days per week you are requesting your child to attend and attach the non-refundable registration fee. Registration fee is equal to one month's tuition.

Junior K

2 days (M/W or T/Th)

3 days (M/W/F)

4 days (M-Th)

5 days (M-F)

(M-Th) \$305

\$200

\$235

\$270

\$315

(M-F) \$345

Step Three: Initial the statements bellow.

I understand and agree with the following:

- ⇒ Emergency Contact Form and Medical Form including immunization record must be completed and returned **NOT LATER THAN** the first day of school. Initial here: _____
- ⇒ KUMCP is an Allergy Aware School and to provide the safest environment for all students, we may ask you to limit the foods you send to school with your child. Initial here: _____
- ⇒ An electronic copy of the KUMCP Parent Handbook is available to view/download from the school website. I have reviewed the handbook or asked for a hard copy to review. Initial here: _____

Step Four: Tuition payment options and policies.

Tuition Express is an easy, convenient, and safe way to have your monthly tuition electronically processed. IF you wish not to have your tuition payment processed electronically, please check which payment option you prefer: CASH CHECK

Tuition is due the first school day of the month, September through May (tuition due dates are printed in the KUMCP Parent Handbook). A **\$5 per day late fee** will be assessed if tuition is not paid by the 10th of each month. Delinquent payments are subject to an assessment equal to any bank fees associated with the transaction.

Should you need to withdrawal your child for any reason, a **30 day written notice** is required and you are responsible for the full tuition for each month your child was enrolled. Initial here: _____

Step Five: Sign and date.

KUMCP is a non-profit, church-owned and operated preschool. Although the church generously provides our facilities, our team of dedicated teachers and administrators is supported through tuition payments. Upon completion of this form and payment of the non-refundable registration fee, your child is guaranteed a space in our program for the upcoming school year. We do this in good faith, counting on your child's enrollment for the school year and on your timely and complete tuition payments. Because we accept a limited enrollment and have fixed expenses, we cannot operate on a fluctuating budget.

Parent/Guardian

Date

For Preschool Use Only:

Date Rec'd _____ Registration Check # _____ Amount \$ _____ Emailed Acceptance for Class _____ Date _____