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 Knightdale, NC 27545
 (919) 266-2373
 preschool@knightdaleumc.org
 www.knightdaleumc.org/preschool

2023-2024 School Year

Welcome to our school family!

Knightdale UMC Preschool (KUMCP) is a non-profit ministry of Knightdale United Methodist Church. We are a half-day preschool serving children ages 1 - 5 years. Please review this at-a-glance letter for information to help you decide when and how to register your child(ren) for the 2023-2024 school year. Thank you for considering our preschool. 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(ren). Please reach out if you have any questions about our preschool and/or the registration process.

Danielle Glenewinkel, KUMCP Director

PROGRAM INFORMATION

Our school year begins the Tuesday after Labor Day and ends the Wednesday before Memorial Day. We offer a half-day program with flexible scheduling Monday through Friday. Please see below for the hours of operation based on class offerings. All Classes dismiss at 12:00pm on Fridays to allow for Teacher Professional Development time. Our play-based curriculum allows your children to explore their unique interest and discover their growing skills through daily indoor and outdoor classroom experiences. We enjoy time on the playground or in the courtyard classroom each day. Chapel and Electives are offered weekly. Students bring a healthy snack and lunch from home.

CLASS OFFERINGS

KUMC Preschool Board approved the following class options and tuition rates for the 2023-2024 school year:

ONE-Year Old 9am-12:45pm M-TH 9am-12:00pm Fri Monthly Tuition	TWO-Year Old 9am-12:45pm M-TH 9am-12:00pm Fri Monthly Tuition	THREE-Year Old 9am-12:45pm M-TH 9am-12:00pm Fri Monthly Tuition	PreK 9am-1:00pm M-TH 9am-12:00pm Fri Monthly Tuition
2 Days (T,Th) \$285	2 Days (T,Th) \$285	2 Days (T,Th) \$265	4 Days (M-Th) \$390
3 Days (M,W,F) \$360	3 Days (M,W,F) \$360	3 Days (M,W,F) \$330	5 Days (M-F) \$440
5 Days (M-F) \$455	5 Days (M-F) \$455	5 Days (M-F) \$420	

***August 31, 2023 is the age cut off date.**

REGISTRATION FEE

REGISTRATION DATES & PRIORITIES

The non-refundable registration fee is equal to one month's tuition and is not applied toward tuition. Families registering more than one child will pay a maximum cap of \$600 per family. Once we receive your Registration Form you will be invoiced via the Brightwheel App and will have 24 hours to pay the fee. If you do not pay within 24 hours, your application will be returned to the waiting list. Registration is first come first serve.

First Priority:

Monday, January 30, 2023 currently enrolled students and siblings.*

*All currently enrolled students and their siblings are guaranteed a seat when completed Registration Form with Registration Fee is received by February 3, 2023 at 2pm.

Second Priority:

Monday, February 6, 2023 Open Enrollment begins

All families will receive notification of their child(ren)'s enrollment status via email within 72 hours after receiving the completed Registration Form. You will have 24 hours to accept the spot and pay the Registration Fee. If you do not accept the spot and pay the registration fee within 24 hours, your application will be returned to the waiting list.

KUMCP T-shirt AND ACTIVITY FEE FOR IN HOUSE FIELD TRIPS

Our school family enjoys time together for fun, learning, and connecting! Special events such as the **Fall Festival** and end of the year **Field Day** are all hosted by KUMCP with help from our P.O.P Volunteers, Staff and Family Volunteers and outside vendors. The cost for all three events & a school t-shirt is included in a one-time \$30 Activity Fee collected with the Registration Fee.

TUITION PAYMENTS

Tuition is due on the 1st day of the month, September through May. If tuition is not paid by the 10th of the month, a \$5 per day late fee will be added to the late payment. Tuition invoices go out monthly via BRIGHTWHEEL and the automatic payment feature (using either a debit or credit card) is the preferred payment option. There is no additional fee for direct debit from a banking account. Merchant fees DO APPLY if using a credit card. We do not accept cash or check.

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 or unforeseen events.

SIBLING DISCOUNT

A sibling discount of \$15 per month is automatically credited and will be reflected on the younger sibling(s) tuition invoice. Full tuition is due for the oldest sibling, then a \$15 discount is offered for each younger sibling.

**Scholarship information is available upon request.

FLEXIBLE SCHEDULE

Our **Early Birds** is available daily Monday - Friday from 8am - 8:55am for all students. You must pre-register and pay an additional monthly program fee to participate. Drop-in care is available with approval from the Director.

Early Bird (M-F)	
# Days per week	Monthly Fee
1	\$30
2	\$50
3	\$70
4	\$85
5	\$100
Drop-In	\$10 per visit

MEDICAL INFORMATION

Emergency Contact Form and Medical Form including immunization record must be completed and returned **prior to 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 completed by your pediatrician and on file before the first day of school. A meeting will be set up with a School Administrator and your child's teacher prior to Meet the Teacher to discuss a plan of action.

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.

Asthma Action Plan - If your child has asthma and needs an inhaler or nebulizer while in our care, an Asthma Action Plan must be completed by your pediatrician and on file before the first day of school. A meeting will be set up with a School Administrator and your child's teacher prior to Meet the Teacher to discuss a plan of action.



Registration 2023 - 2024

Check ALL the following that apply:

- Currently enrolled at KUMCP
- Sibling of currently enrolled student
- Member of KUMC
- General Public

#1 Complete student and family information below:

Child's Name: _____ Nickname: _____

Birth Date: _____ Male Female Age as of 08/31/2023: _____

Address: _____ Zip Code: _____

Whom may we thank for referring you to KUMCP? _____

	Parent/Guardian #1	Parent/Guardian #2
Name		
Cell#		
Email		
Address		
Employer		
Work#		
Lives with Child?		

Please list all known food and environmental allergies:*

*If applicable, I understand that I must have an *Allergy Action Plan* or *Asthma 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.**

#2 Please read and initial the statements below:

I understand and agree with the following:

- ⇒ KUMCP is an Allergy Aware School and to provide the safest environment for all students, I may be asked to limit the foods I send to school with my child(ren). Initial here: _____
- ⇒ I understand that tuition will be collected via electronic funds transfer. Tuition payments are due on the 1st each month (September through May) via Brightwheel. Initial here: _____
- ⇒ An Enrollment Packet, including a Financial Agreement, will be uploaded in Brightwheel in August. I will complete the packet and turn it in by **Wednesday, August 30**. Initial here: _____
- ⇒ I am aware that ALL communication from KUMCP will be through Brightwheel and I will adjust the in app settings to "notification ON". Initial here: _____

#3 Registration and Activity Fee: Please check the box next to the days per week you are requesting your child to attend.

Activity/T-shirt Fee	
<input checked="" type="checkbox"/>	\$30 (one time)

ONE-Year Old 9am-12:45pm M-TH 9am-12:00pm Fri Monthly Tuition	
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5 Days (M-F)	\$455

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5 Days (M-F)	\$420

PreK 9am-1:00pm M-TH 9am-12:00pm Fri Monthly Tuition	
4 Days (M-Th)	\$390
5 Days (M-F)	\$440

August 31, 2023 is the age cut off date. (ex. 1 years old by August 31, 2023 to attend the 1's class)

#4 Early Birds: Please check the box next to the additional program you are interested in for your child. This will help our planning. You will sign up for exact days at Meet the Teacher on August 30, 2023. Early Birds will be billed monthly via Brightwheel.

Early Birds* - Monday-Friday (*Available for all students)	
<input type="checkbox"/>	1 Day per week
<input type="checkbox"/>	2 Days per week
<input type="checkbox"/>	3 Days per week
<input type="checkbox"/>	4 Days per week
<input type="checkbox"/>	5 Days per week

#5 Please Read, Sign and Date:

KUMCP is a non-profit preschool and is a ministry of Knightdale United Methodist Church. Although KUMC generously provides our facilities, our daily operations and team of dedicated teachers and administrators is supported solely 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 tuition payments. Because we accept limited enrollment and have fixed expenses, we cannot operate on a fluctuating budget.

Parent/Guardian

Date

For Preschool Use Only: Date Rec'd _____ Registration Fee \$ _____ + Activity Fee \$ _____ = TOTAL \$ _____

Paid via Brightwheel

Emailed Acceptance Date _____