

# Welcome to Old Bridge UMC Preschool

## **Instructions for 2020-2021 Enrollment**

### **Please return all items to the preschool office:**

- \_\_\_ Enrollment form and \$100 enrollment fee (non-refundable) (\$50 per additional sibling)
- \_\_\_ Show us your child's original birth certificate or passport (New students only) (due by the first day of school)
- \_\_\_ Tuition for May 2021 pre-payment (refundable with 30 day written notice) (due by June 1, 2020)
- \_\_\_ Activity/Supply fee of \$90 per child (non-refundable) (due by June 1, 2020)
- \_\_\_ 2020 health form and shot record signed by a doctor, not less than a year old, (due by 1st day of school)

**\*Please note: All of the above items must be received when enrolling or by the dates listed above in order for your registration to be complete. Incomplete registration can forfeit your child's enrollment or start date.** Class assignments are NOT made on a first come, first serve basis. They are assigned by the director by a random drawing and based on birth dates, demographics and parent preferences. If there is not an opening for that child, they will be put on wait lists.

**Enrollment will begin January 6, 2020**

### **Returning students and their siblings and OBUMC members**

**Return the enrollment form & enrollment fee before or by Jan 31, 2020 by 12:00pm.**

Classes will then be assigned based on the random drawing, birth dates, demographics, and parent preferences. Soon after, you will receive notification of your child's assignment. Forms turned in after the cut off day and time will be enrolled after the random drawing in order in which we receive them.

### **New students**

**Return the enrollment form and enrollment fee before or by Feb 7, 2020 by 12:00 pm.**

Classes will then be assigned based on the random drawing, birth dates, demographics, and parent preferences. Forms turned in after the cut off day and time, will be enrolled after the random drawing in the order in which we receive them. The assignments will be e-mailed to new families on February 14, 2020.

# Old Bridge UMC Preschool

## 2020-2021 School Year

Class assignments are based on the age of the child as of September 30, 2020, with the exception of the 2 year old classes, which must be 2 by June 1, 2020.

### **2 year old classes**

Tuesdays and Thursdays, 9:00-Noon \$185 per month

### **3 year old classes**

Mondays/Wednesdays/Fridays, 9:00-Noon \$253 per month

Tuesdays and Thursdays, 9:00-Noon \$193 per month

Tuesdays/Wednesdays/Thursdays, 12:30-3:15 \$253 per month

### **4/5 year old classes**

Mondays through Fridays, 9:00-Noon \$353 per month

Mondays through Thursdays, 9:00-Noon \$298 per month

Mondays through Thursdays, 12:30-3:15 \$298 per month

### **Additional Fees**

Non-Refundable Enrollment Fee: \$100 for first child (additional sibling \$50)

Due with enrollment form

Non-Refundable Activity/Supply Fee per child: \$90

Due by June 1, 2020

May 2021 Tuition Pre-Payment:

Due by June 1, 2020

Late Tuition fee: \$35

Returned Check Fee: \$35

Late Pickup Fee: Price details described in the student handbook

We accept, cash, money orders or checks made out to: Old Bridge UMC Preschool

Classes offered are subject to change based on enrollment and staff placement



# Old Bridge UMC Preschool Enrollment Form 2020-2021 School Year

### Office Use

- Enrollment fee
- Photo
- Handbook
- Birth Certificate
- Health Form & Shots
- Emergency Info
- Religion Program
- Med Notice
- \_\_\_\_\_ Class Color

Child's Full Name:

First: \_\_\_\_\_ Last: \_\_\_\_\_ Middle: \_\_\_\_\_

Name to use in the classroom to recognize/write: \_\_\_\_\_ Sex: M F

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Age as of 9/30/18: \_\_\_\_\_

Address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian(1): \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell : \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/Guardian(2): \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell : \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Childcare Provider Name: \_\_\_\_\_ Childcare Provider Cell: \_\_\_\_\_

Siblings and Ages: \_\_\_\_\_

Other Adults/Children Residing in the Home: \_\_\_\_\_

Languages Spoken at Home: \_\_\_\_\_

Religious Affiliation (optional): \_\_\_\_\_

**If there is a legal custody arrangement, attach a copy of the court order**

Allergies: \_\_\_\_\_

Medication Required at School: \_\_\_\_\_

Other Medical Info: \_\_\_\_\_

Diet Restrictions: \_\_\_\_\_

If medication is needed, pick up medical administration forms in the office to be completed by a parent and doctor

Other schools or daycares attended? Names, Places and Dates (Virginia State Requirement):

\_\_\_\_\_

Does child have an IEP (Individualized Education Plan)? \_\_\_\_\_ If yes, attach a copy

Does child have a resource teacher or specialist? \_\_\_\_\_ If yes, name & agency:

\_\_\_\_\_

Do you have any concerns about your child's developmental or behavioral progress?

\_\_\_\_\_

\_\_\_\_\_

What do you want your child to gain from preschool? \_\_\_\_\_

\_\_\_\_\_

Child's Fears: \_\_\_\_\_

Child's Sensory Issues: \_\_\_\_\_

Special Attachments: \_\_\_\_\_

Dislikes or Likes: \_\_\_\_\_

Additional information you would like to share: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I give permission for my child's photos to be shared with other families in my student's class for items like emailing about events in the class, class books, social stories, etc. Only first names will be used.

\*We do not put pictures of the children on the preschool website or Facebook.

Parent/Guardian Signature \_\_\_\_\_

I have read and agree to comply with the policies and procedures in the preschool student handbook. I understand the preschool has the right to enforce these policies and procedures as outlined in the preschool handbook. The student handbook can be found on the school website.

Parent/Guardian Signature \_\_\_\_\_

\*\*We are going green\*\* All school information will be given out by email for events, newsletters, etc.

Please write your email address below where you would like the information sent.

Email Address: \_\_\_\_\_

\_\_\_\_\_

Old Bridge UMC Preschool offers a monthly religious music session led by the church Pastor, Burton Robinson. It includes music sing-a-long songs lasting about 30 minutes. If you choose that your student not attend the program, they will be engaged in fun, educational activities led by the staff in a preschool classroom.

Yes, I would like my child to attend monthly religious music sessions

No, I would not like my child to attend monthly religious music sessions and instead engage in an educational activity with preschool staff members

Old Bridge UMC Preschool will administer prescription and non-prescription medications for the 2018-2019 school year. All forms must be fully filled out and medication must be checked in by a staff member trained to do so.

Only preschool staff members who have successfully completed the MAT training will administer medications in accordance with the physician's or other prescriber's instructions and in accordance with the standards of practice in the MAT training. All individuals listed to administer medication must have a valid Medication Administration Training (MAT) certificate, CPR, and first aid certificates covering all the children's age levels at our school.

The approved medication administrators are approved to administer prescription medications using the follow routes: topical, oral, inhaled, eye, and ear, medication patches and epinephrine using an auto-injector device. We understand that if a child requires prescription medication to be administered rectally, vaginally, by injection or by another route not listed above, We will follow the procedures outlined in the MAT training for children with special health care needs.

A current list of trained staff members will be kept updated on the preschool bulletin board. Usually, all lead teachers and the director will be trained. Documentation of MAT, CPR, and first aid certificates will be kept on site and available upon request to be seen.

**Please sign below even if your child does not need medication at school. This is just a notice that you are aware that we can administer medications if needed.**

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Class Preference (Please number first, second, and third choice)**

2 year olds (must be 2 by June 1, 2020)

\_\_\_\_\_ Tuesdays & Thursdays 9:00-Noon

3 year olds (must be 3 by September 30, 2020)

\_\_\_\_\_ Monday, Wednesday, & Fridays 9:00-Noon

\_\_\_\_\_ Tuesdays & Thursdays 9:00-Noon

\_\_\_\_\_ Tuesday, Wednesday & Thursdays 12:30-3:15

4/5 year olds (must be 4 by September 30, 2020)

\_\_\_\_\_ Monday -Friday 9:00-Noon

\_\_\_\_\_ Monday-Thursday 9:00-Noon

\_\_\_\_\_ Monday-Thursday 12:30-3:15

How did you hear about Old Bridge UMC Preschool? \_\_\_\_\_

Are you a \_\_\_ Returning Family/Sibling \_\_\_ OBUMC Member \_\_\_ New Family

Are you enrolling other siblings at Old Bridge UMC Preschool? \_\_\_\_\_

If yes, list other names: \_\_\_\_\_

(The Director will try to keep siblings scheduled on the same days and times if possible.)

Enrollment is determined by the Preschool Director based on random drawing, birth dates, demographics, and parent preferences.

Please attach \$100 check for enrollment fee to the enrollment form (\$50 for each additional sibling). The enrollment fee will be returned if we are not able to enroll your child, however, it is non-refundable if parent chooses to withdraw child. A non-refundable activity/supply fee of \$90 and May 2021 pre-payment of tuition is due by June 1, 2020. The May 2020 tuition is refundable with a 30-day written notice.

## Old Bridge UMC Preschool Emergency and Medical Authorization Information

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: M F

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Parent/Guardian(1) \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Relation: \_\_\_\_\_

Parent/Guardian(2) \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Relation: \_\_\_\_\_

Person responsible for child (childcare): \_\_\_\_\_ Phone: \_\_\_\_\_

Physician: \_\_\_\_\_ Physician phone: \_\_\_\_\_

**Additional persons who may be called in an Emergency/Authorized to take child from preschool.  
Child will not be allowed to leave with any other person without written authorization from a  
Parent or Guardian. (Please list 3 or more, Virginia state requirement)**

| Name | Phone Numbers | Address | Relationship |
|------|---------------|---------|--------------|
|      |               |         |              |
|      |               |         |              |
|      |               |         |              |
|      |               |         |              |
|      |               |         |              |
|      |               |         |              |
|      |               |         |              |
|      |               |         |              |

Are there any custody arrangements? If yes, attach a copy of court orders and list individuals not allowed to pick up child. \_\_\_\_\_

Allergies/Medical Issues: \_\_\_\_\_

I hereby authorize Old Bridge UMC Preschool to seek, obtain and authorize medical care for our child, if an emergency occurs and when a parent/guardian cannot be located immediately.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Old Bridge UMC Preschool Consent for Release of Information

Please complete this form **(if needed only/optional form)** to release confidential information about your child to any individuals that are not parents/guardians.

(Examples: child care, other family members, grandparents, child find, medical specialists, ABA, OT, PT, therapists, etc.)

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Class Color: \_\_\_\_\_

I hereby authorize the following individuals and/or agencies to exchange pertinent psychological, social history, medical, daily school information and educational information concerning the child named above.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**(leave form blank if not needed for your student)**



Welcome to the 2020-2021 school year! We are pleased you have chosen to enroll your child in our program.

1. The enrollment fee, activity and supply fee, and the May 2021 tuition pre-payment are due by the due dates in order to hold your space in class. If payments are not received by the due date, your child's space will be forfeited and they will be placed on the wait list.
2. The enrollment fee is \$100 (\$50 for siblings) and is non-refundable. This is due with the enrollment paperwork. The enrollment fee will be returned if we are not able to enroll your child, however, it is non-refundable if parent chooses to withdraw.
3. The activity and supply fee is \$90 and is non-refundable. This is due by June 1, 2020.
4. The May 2021 tuition pre-payment is due by June 1, 2020
5. The tuition payment is due by the first of each month and is considered late if received after the 5<sup>th</sup> day of the month. A late fee of \$35 will be attached to the account if payment is not received by the 5th day of the month.
6. The yearly tuition is broken down into nine equal monthly payments for your convenience. We do not pro-rate months which are shorter. Old Bridge UMC Preschool has the right to remove a child from a class if an account balance is not paid by the end of the month. At this point the preschool holds the right to place another child from the wait list into the spot. The child may only reenter after all prior fees and tuition are paid and if a space is available.

| <u>Class Days</u> | <u>Yearly Tuition</u> | <u>Monthly Payment</u> |
|-------------------|-----------------------|------------------------|
| 2 day classes     | \$1,665.00            | \$185.00               |
| 3 day classes     | \$2,277.00            | \$253.00               |
| 4 day classes     | \$2,682.00            | \$298.00               |
| 5 day classes     | \$3,177.00            | \$353.00               |

7. A \$35 fee is charged for any returned checks.
8. Tuition fees are not waived if a child is absent for any reason. If school is closed temporarily as a health precaution, because of weather conditions, or similar reasons beyond the control of the school, tuition shall continue to be charged.
9. A thirty-day written notice to the Director is required if a child is withdrawn. If less than a thirty-day written notice is given, then the May tuition will not be refunded.
10. Children are to be picked up at 12:00 PM or 3:15 PM. A late fee is assessed if a child is picked up late. Price details are described in the student handbook.
11. An original birth certificate or passport must be shown to the preschool office and a current physical and shot record signed by a doctor, not less than a year old, must be turned in by the first day of class. Your child's start date can be delayed if these are not turned in.

I have read the above information and agree to follow these procedures.

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Child's Name

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Parent/Guardian Signature

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Date