

AFUM Preschool & Kindergarten Registration Information

August 27, 2012 - May 17, 2013

Carol Burkhart, Director

770-410-9324

Building a Christ-Centered Foundation for a Lifetime of Learning.

IMPORTANT! READ ALL INFORMATION CAREFULLY

You will need the following to register your child

1. Enrollment Form must be completed in full.
2. A photocopy of your child's birth certificate.
3. **Preschool 3s and 4s:** \$125.00 *non-refundable* Enrollment Fee due upon registration.
Kindergarten: \$275 annually; *non-refundable* Enrollment Fee/Special Events Fee/Supply Fee due upon registration.
4. **Two** self-addressed stamped business size envelopes. (4" x 9 1/2"). The following will be mailed to you:
 - Class Placement information
 - Information regarding the 2012-13 school year

Your registration packet will be accepted only if it contains **all** of the above items. All completed registration material must be **hand delivered** to the Preschool Director.

Priority Registration packets must be hand delivered to the Preschool Director by 12:00 noon on Thursday, January 5, 2012. Priority Registration is available to families of currently enrolled MMO, Preschool, and Kindergarten students, AFUMC members, and siblings of alumni (within past 5 years).

Priority of Placement will be as follows:

1. Children already enrolled in MMO or Preschool
2. Siblings of currently enrolled students of MMO, Preschool, or Kindergarten
3. AFUM Church Members
4. Siblings of AFUMP & K Alumni (within past 5 years)

General Public Registration is January 6, 2012.

The **General Public** will register in Trinity Hall on Friday, January 6, 2012.

1. Doors will open at 9:00 a.m. Each family will be given a number upon entry.
2. Doors will close promptly at 9:30 a.m. Once the doors are closed, late arrivals will complete the registration form and leave it with the receptionist. You will be called later in the day to confirm either class placement or wait list.
3. The numbers will be drawn randomly to fill available spaces and to form our waiting list. Every effort is being taken to make your registration process as easy and efficient as possible.

If registration needs to be cancelled for any reason (including Fulton Co. Schools Weather Closing), a message will be on the answering machine. If this should happen, registration will be held the following Friday.

You will receive a Confirmation of Class Placement letter, outlining our terms of enrollment. The 1st tuition (schedule on other side of this page) and your \$50.00 Special Events Fee will be due and payable on **May 1, 2012**. FAILURE TO PAY WILL RESULT IN FORFEITURE OF POSITION, AS WE WILL FILL THE POSITION FROM THE WAITING LIST beginning on May 2, 2012. The Confirmation of Class Placement letter will be your only reminder of tuition and fees that are due.

The Alpharetta First United Methodist MMO, Preschool, & Kindergarten admits students of any race, color, and national or ethnic origin.

General Information

- **School Hours:** All students attend school 9:00am – 1:00pm on their assigned days.
- **Lunch:** All students will bring their own lunch to school daily.
- **Food:** Please DO NOT send any type of nuts or peanuts to school, in any form.
- **Potty Trained:** All children must be completely potty trained before entering the preschool program in August. No fees will be reimbursed if your child does not meet this criterion. The Parent Handbook defines “potty trained” as follows: . **Fully Potty Trained** is defined as: *the Child recognizes the need to go to the restroom, enters the restroom on his/her own and manipulates clothing on/off with little or no assistance, and is able to take care of all toileting issues and washes hands before rejoining class.*

School Fees

- **3's & 4's**
 - **Enrollment Fee:** \$125 annually; non-refundable. Due at time of registration.
 - **Special Events Fee:** \$50 annually; non-refundable. Due by May 1, 2012.
- **Kindergarten**
 - **Enrollment Fee/Special Events Fee/Supply Fee:** \$275 annually; non-refundable. Due at time of registration.

Annual tuition is divided into 9 equal payments and is due according to the following schedule.

- **3's & 4's**
 - The 1st tuition payment (applied to May 2013) is due May 1, 2012, along with the \$50 **non-refundable** Special Events Fee. Should you withdraw your child for any reason after June 1, 2012, **no refund of this tuition payment will be made.** There will be no exceptions to this policy. The next tuition payment will be due September 1, 2012. October-April tuition payments are due the 1st day of the month **regardless** of when that day may fall.
 - If you register after the school year begins, your 1st month & May 2013 tuition, plus the Enrollment Fee and Special Events Fee are due at time of registration. **This payment is non-refundable.**
- **Kindergarten**
 - The 1st tuition payment (applied to May 2013) is due May 1, 2012. Non-refundable.
 - The 2nd tuition payment (applied to April 2013) is due June 1, 2012. Non-refundable.
 - The 3rd tuition payment (applied March 2013) is due July 1, 2012. Non-refundable.
 - All remaining tuitions are due on the 1st day of September, October, November, December, January, and February of the 2012-13 school year.
 - If you register after the school year begins, all fees and the above 3 tuitions, along with the 1st month's tuition are due at time of registration. **This payment is non-refundable.**

Class	Birthday Requirement	Monthly Tuition	Days Offered
2-day Three Year Old	Three by 9/1/12	\$165	Tuesday & Thursday
3-day Three Year Old	Three by 9/1/12	\$232	Monday, Wednesday, Friday Monday, Tuesday, Thursday Tuesday, Thursday, Friday
4-day Three Year Old	Three by 9/1/12	\$307	Monday through Thursday
5-day Three Year Old	Three by 9/1/12	\$351	Monday through Friday
3-day Four Year Old	Four by 9/1/12	\$237	Monday, Wednesday, Friday
4-day Four Year Old	Four by 9/1/12	\$312	Monday through Thursday
5-day Four Year Old	Four by 9/1/12	\$356	Monday through Friday
5-day Kindergarten	Five by 9/1/12	\$425	Monday through Friday

Families with more than one child attending AFUMC's MMO, Preschool, and/or Kindergarten will receive a \$10 discount on the second child's monthly tuition.

The Alpharetta First United Methodist MMO, Preschool, & Kindergarten admits students of any race, color, and national or ethnic origin.

Office Use Only

Reg. Date _____ Program 3 yr _____ 4 yr _____ K _____ Check # _____ Amount \$ _____

**Alpharetta First United Methodist Preschool & Kindergarten
Enrollment Form
2012-2013 School Year**

Applicant currently enrolled in	Sibling of applicant enrolled in	Is family
_____ AFUMC Preschool Which Class?	_____ AFUMC Mother's Morning Out	_____ AFUMC Member Date joined:
_____ AFUMC MMO	_____ AFUMC Preschool	_____ Alumni (within past 5 years)
_____ Other Preschool or MMO Program Which School?	_____ AFUMC Kindergarten	_____ General Public

Child's Name _____ Name Called _____

Home Phone _____

Birth Date _____
Month Date Year

Male Female
(circle one)

Address _____

Street

City

State

Zip

Subdivision Name _____ Zoned for which elementary school _____

Mother's Name	Business Phone
Mother's Email (email address will be shared with AFUM Church)	Home Phone
	Cell Phone
	Place of Employment
	Days/hours of Employment
Father's Name	Business Phone
Father's Email (email address will be shared with AFUM Church)	Home Phone
	Cell Phone
	Place of Employment
	Days/hours of Employment

Language(s) child speaks: 1st Language _____ 2nd

Language _____

Are there any medical (i.e. allergies, etc.) / developmental / emotional problems or any special procedures required for the care of your child?

If yes, please explain. Please attach a full explanation, using a separate sheet of paper, if necessary.

Please complete the reverse side of this enrollment form.

AUTHORIZATION

Child's Name _____

Birth Date _____

Emergency Medical Contact: Doctor _____

Phone _____

Local Emergency Contact (non-parent)

Name Home Phone Cell or Business Phone

Name Home Phone Cell or Business Phone

Authorized Pick-up (non-parent)

Name Home Phone Cell or Business Phone

Name Home Phone Cell or Business Phone

I hereby authorize Alpharetta First United Methodist Church to take my child to the nearest medical facility for treatment in the event of an emergency when neither parent can be reached.

I hereby authorize any licensed physician or medical treatment center to treat my child in case of an emergency on which the above named physician cannot respond.

I, _____, parent(s) / guardian(s) of the above participant do hereby consent to his/her participation in the above Program, including all activities incidental to the Program. I assume all responsibilities for, and risks and hazards of, participation in the above Program, including transportation to and from all activities of the Program. In consideration of Alpharetta First United Methodist Church conducting the above Program, I do hereby release Alpharetta First United Methodist Church and the Program, including all officials, officers, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damages to property, and the consequences thereof, resulting from his/her participation in the program and all activities incidental to the Program.

Annual tuition is divided into 9 equal monthly payments. Tuition payments are due on the 1st day of the month **regardless** of when that day may fall.

- **3's & 4's:** The 1st tuition payment (applied to May 2013) is due May 1, 2012, along with the \$50 non-refundable Special Events Fee. Should you withdraw your child for any reason after June 1, 2012, no refund of this tuition payment will be made. There will be no exceptions to this policy. The next tuition payment is due September 1, 2012. October-April tuition payments are due on the first day of the month.
- **Kindergarten:** Due dates are the 1st day of May, June, and July 2012. No payment is due in August. Remaining tuition due dates are the 1st day of September, October, November, December, January and February of the 2012-13 school year. There is no refund of kindergarten tuition for any reason.

I have read and received a copy of the attached AFUM Preschool & Kindergarten Registration Information.

Signature

Date

Please complete the reverse side of this enrollment form.

Class Request Form

The administrative office determines class assignments and class groupings.

Child's Name: _____ Birth Date

Preschool **3 years old by 9/1/12**

Please mark 1st, 2nd, 3rd and 4th choice.

	Carpool Drop-off and Pick-up
____ Tuesday/Thursday	Trinity Hall
____ Monday/Tuesday/Thursday	Main Street Building
____ Monday/Wednesday/Friday	Trinity Hall
____ Tuesday/Thursday/Friday	Trinity Hall
____ Monday through Thursday	Trinity Hall
____ Monday through Friday	Trinity Hall

____ If my 1st, 2nd, or 3rd choice is not available - please place my child in my 4th choice **AND** wait list my child for my 1st, 2nd, or 3rd choice.

Preschool **4 years old by 9/1/12**

Please mark 1st, 2nd, and 3rd choice.

	Carpool Drop-off and Pick-up
____ Monday/Wednesday/Friday	Main Street Building
____ Monday through Thursday	Main Street Building
____ Monday through Friday	Main Street Building

____ If my 1st or 2nd choice is not available - please place my child in my 3rd choice **AND** wait list my child for my 1st or 2nd choice.

Please list all siblings **only if you are enrolling more than one child in our MMO Preschool, or Kindergarten.**

Kindergarten	Preschool	MMO
Sibling's Name _____	_____	_____

Sibling's Name _____	_____	_____

Sibling's Name _____	_____	_____

Kindergarten
5 years old by 9/1/12

____ Monday through Friday

Carpool Drop-off and Pick-up
Trinity Hall

Parent/Guardian Signature _____
Date: _____

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- **3's & 4's**
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Please sign, indicating your agreement to abide by the above fees, tuitions, payment schedule, and policies.

Parent Name – please print _____

Child's Name – please print _____

Parent Signature _____

Date _____