

# Alpharetta Methodist Preschool Application Information

## August 20, 2018 - May 10, 2019

[www.afumc.org](http://www.afumc.org)

770-410-9324

afumc.preschool@afumc.org

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

### IMPORTANT! READ ALL INFORMATION CAREFULLY

Please retain this page for your records.

#### 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 18 months - 4's: \$185.00 **non-refundable** Enrollment Fee & Special Events/Supply Fee. Due upon application.  
Kindergarten: \$285 **non-refundable** Enrollment Fee & Special Events /Supply Fee & Curriculum Fee. Due upon application.
4. Make check payable to Alpharetta Methodist Preschool. **No cash is accepted.**
5. **Two** self-addressed stamped business size (4" x 9 1/2") envelopes. The following will be mailed to you:
  - Class Placement information
  - Information regarding the 2018-2019 school year

Your application packet will be accepted only if it contains **all** of the above items. All completed application material must be **hand delivered** to the Trinity Hall Receptionist.

#### **Priority Application:**

Packets must be hand delivered to the Trinity Hall Receptionist by **1 PM on Wednesday, January 10, 2018**

#### **Priority of Placement will be as follows:**

- Children currently enrolled in MMO or Preschool
- Siblings of currently enrolled students of MMO, Preschool, or kindergarten
- AFUM Church Members
- Siblings of MMO, AFUMP & K Alumni (within 5 years)

#### The **General Public** registration on **Friday, January 12, 2018**

Application drop off will be Friday, January 12, 2018 from 9:15am – 12:30pm.

Once all applications are collected, they will be chosen at random to fill the remaining openings.

All applicants will be notified by 9:00am Wednesday, January 17, 2018 of class placement.

\*Tours are encouraged for new families interested in our preschool to qualify for a 2<sup>nd</sup> tier of priority registration.

You will receive a Confirmation of Class Placement letter, outlining our terms of enrollment. The 1<sup>st</sup> tuition (schedule on other side of this page) is due on or before **May 1, 2018**. This payment will be applied as your May 2019 payment. **FAILURE TO PAY WILL RESULT IN FORFEITURE OF POSITION, AS WE WILL FILL THE POSITION FROM THE WAITING LIST beginning May 2, 2018.** The Confirmation of Class Placement letter will be your only reminder of tuition and fees that are due.

#### **Termination of Enrollment**

A one-month written notice of withdrawal is required. You will be responsible for one month's tuition unless written notice is given to the director one month prior to withdrawal. No refunds or transfer of funds are given for the month of May, regardless of withdrawal date.

## General Information

- **School Hours:** 18 months – 23 months attend school 9:00am – 12:00pm. 24 months – K attend school 9:00am – 1:00pm.
- **Lunch:** 24 months – K (9:00am – 1:00pm) will bring their own lunch to school daily.
- **Food:** Please DO NOT send tree nuts or peanuts to school, in any form including nut butters.
- **Potty Trained:** All children registering for a 3-year-old class and up 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. In the Parent Handbook, 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

- **18 months - 4's**
  - **Application Fee:** \$125 annually; Addition children \$100 per child; **non-refundable.** Due at time of application.
  - **Special Events/Supply Fee:** \$60 annually; **non-refundable.** Due at time of application.
- **Kindergarten**
  - **Application Fee -** \$125 annually; **non-refundable.** Due at time of application.
  - **Special Events Fee/Supply Fee:** \$60 annually; **non-refundable.** Due at time of application.
  - **Curriculum Fee -** \$100 annually; **non-refundable.** Due at time of application.

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

- **18 months - 4's**
  - The 1<sup>st</sup> tuition payment (applied to May 2019) is due **May 1, 2018**. Should you withdraw your child for any reason after June 1, 2018; **no refund of this tuition payment will be made.** There will be no exceptions to this policy. The remaining 8 payments are due on the 1<sup>st</sup> day of August - March.
  - Tuition payments are due the 1<sup>st</sup> day of the month **regardless** of when that day may fall.
  - If you register after the school year begins, your 1<sup>st</sup> month & May 2019 payment, plus the Application Fee and Special Events/Supply Fee are due at time of application. **This payment is non-refundable.**
- **Kindergarten**
  - The 1<sup>st</sup> tuition payment (applied to May 2019) is due **May 1, 2018**. Non-refundable.
  - The 2<sup>nd</sup> tuition payment (applied to April 2019) is due **June 1, 2018**. Non-refundable.
  - The 3<sup>rd</sup> tuition payment (applied March 2019) is due **July 1, 2018**. Non-refundable.
  - The remaining 6 payments are due on the 1<sup>st</sup> day of August, September, October, November, December, and January of the 2018-2019 school year.
  - If you apply after the school year begins, all fees and the first 3 tuitions, along with the 1<sup>st</sup> month's tuition are due at time of application. **This payment is non-refundable.**

Class	Birthday Requirement	Monthly Tuition	Days Offered
18 months – 23 months	18 months by 9/1/18	\$150	M/W or T/TH
24 months – 28 months	24 months by 9/1/18	\$195	M/W or T/TH
2- day 29 mon.–36 mon.	29 months by 9/1/18	\$195	Tuesday & Thursday
3- day 29 mon.–36 mon.	29 months by 9/1/18	\$270	Monday/Wednesday/Friday
2-day Three Year Old	Three by 9/1/18	\$195	Tuesday & Thursday
3-day Three Year Old	Three by 9/1/18	\$270	Monday/Wednesday/Friday Monday/Tuesday/Thursday Tuesday/Thursday/Friday
4-day Three Year Old	Three by 9/1/18	\$330	Monday through Thursday
5-day Three Year Old	Three by 9/1/18	\$380	Monday through Friday
3-day Four Year Old	Four by 9/1/18	\$275	Monday/Wednesday/Friday
4-day Four Year Old	Four by 9/1/18	\$335	Monday through Thursday
5-day Four Year Old	Four by 9/1/18	\$385	Monday through Friday
5-day Kindergarten	Five by 9/1/18	\$460	Monday through Friday

Families with more than one child attending Alpharetta Methodist Preschool will receive a \$10 discount on each child's monthly tuition.



# Class Request Form

The administrative office determines class assignments and class groupings.

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

**18 months – 23 months (18 months by September 1, 2018) 9:00am – 12 noon**

Please mark 1<sup>st</sup> and 2<sup>nd</sup> choice.

- Monday /Wednesday  
 Tuesday/Thursday

**24 months – 28 months (24 months by Septmeber 1, 2018) 9:00am – 1:00pm**

Please mark 1<sup>st</sup> and 2<sup>nd</sup> choice.

- Monday /Wednesday  
 Tuesday/Thursday

**29 months – 36 months (29 months by Septmeber 1, 2018) 9:00am – 1:00pm**

Please mark 1<sup>st</sup> and 2<sup>nd</sup> choice.

- Tuesday/Thursday  
 Monday /Wednesday/Friday

**3 years old by 9/1/18 9:00am – 1:00pm**

Please mark 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> choice.

- Tuesday/Thursday  
 Monday/Tuesday/Thursday  
 Monday/Wednesday/Friday  
 Tuesday/Thursday/Friday  
 Monday through Thursday  
 Monday through Friday

**4 years old by 9/1/18 9:00am – 1:00pm**

Please mark 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice.

- Monday/Wednesday/Friday  
 Monday through Thursday  
 Monday through Friday

**Kindergarten 5 years old by 9/1/18 9:00am – 1:00pm**

- Monday through Friday

Please list all siblings **only if you are enrolling more than one child** in our Program.

	Preschool	MMO	Kindergarten
Sibling's Name _____	_____	_____	_____
Sibling's Name _____	_____	_____	_____
Sibling's Name _____			

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

## General Information About Alpharetta Methodist Preschool

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- **Lunch:** 24 months – K (9:00am -1:00pm) will bring their own lunch to school daily.
- **Food:** Please DO NOT send tree nuts or peanuts to school, in any form including nut butters.
- **Potty Trained:** All children enrolled in a 3 year old class and up must be completely potty trained before entering the program in August. No fees will be reimbursed if your child does not meet this criterion. In the Parent Handbook, **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

- **18 months - 4's**
  - **Enrollment Fee:** \$125 annually; Additional children \$100 per child; **non-refundable.** Due at time of application.
  - **Special Events/Supply Fee:** \$60 annually; **non-refundable.** Due at time of application.
- **Kindergarten**
  - **Enrollment Fee & Special Events/Supply Fee & Curriculum Fee:** \$285 annually; **non-refundable.** Due at time of application.

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

- **18 months - 4's**
  - The 1<sup>st</sup> tuition payment (applied to May 2019) is due on or before **May 1, 2018.** Should you withdraw your child for any reason after June 1, 2018; **no refund of this tuition payment will be made.** There will be no exceptions to this policy. **The 2nd tuition payment will be due August 1, 2018.** The remaining 7 payments are due **September-March.** Tuition payments are due the 1<sup>st</sup> day of the month **regardless** of when that day may fall.
  - If you apply after the school year begins, your 1<sup>st</sup> month & May 2019 tuition, plus the Enrollment Fee and Special Events/Supply Fee are due at time of application. **This payment is non-refundable.**
- **Kindergarten**
  - The 1<sup>st</sup> tuition payment (applied to May 2019) is due **May 1, 2018.** Non-refundable.
  - The 2<sup>nd</sup> tuition payment (applied to April 2019) is due **June 1, 2018.** Non-refundable.
  - The 3<sup>rd</sup> tuition payment (applied March 2019) is due **July 1, 2018.** Non-refundable.
  - The remaining 6 payments are due on the 1<sup>st</sup> day of **August, September, October, November, December, and January** of the 2018-2019 school year.
  - If you register after the school year begins, all fees and the first 3 tuitions, along with the 1<sup>st</sup> month's tuition are due at time of application. **This payment is non-refundable.**

Class	Birthday Requirement	Monthly Tuition	Days Offered
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5-day Four Year Old	Four by 9/1/18	\$385	Monday through Friday
5-day Kindergarten	Five by 9/1/18	\$460	Monday through Friday

Families with more than one child attending Alpharetta Methodist Preschool will receive a \$10 discount on each child's monthly tuition. Please sign, indicating your agreement to abide by the above fees, tuitions, payment schedule, and policies.

\_\_\_\_\_  
Parent/Guardian Name – please print

\_\_\_\_\_  
Child's Name – please print

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

\_\_\_\_\_  
Date

**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

**Termination of Enrollment**

A one-month written notice of withdrawal is required. You will be responsible for one month's tuition unless written notice is given to the director one month prior to withdrawal. No refunds or transfer of funds are given for the month of May, regardless of withdrawal date.

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.

I have read and received a copy of the attached Alpharetta Methodist Preschool Application Information.

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

\_\_\_\_\_  
Date