

**Union United Methodist Church Tots/Preschool/Kindergarten**  
**7582 Woodrow Street Irmo, SC 29063**  
**803-781-0630 / Fax 803-732-6945 DSS License #16941**  
Website: [www.unionirmo.org](http://www.unionirmo.org) email: [Kathy@unionirmo.org](mailto:Kathy@unionirmo.org)

## **2021 – 2022 REGISTRATION INFORMATION**

Thank you for choosing **Union United Methodist Church Tots/Preschool/Kindergarten** for your child. Our philosophy is based on Learning Through Play. This is a hands-on experience where every child can enter the playing field of life with a strong self-esteem, a cooperative spirit, a sense of creativity, and a joy of learning. We are proud to help develop the game plan for your child. Our staff provides a wonderful atmosphere where children can learn and play in a warm and loving environment. We look forward to working with you and your child. We hope that the following information will be helpful as you enroll your child in our program. Should you have questions, please feel free to call me.

Kathy Horne, Director

The PURPOSE of Union United Methodist Church Tots/Preschool/Kindergarten is to give children their first exposure to education and social development within a Christian environment. Religious training will include Bible stories and religious songs. This will be non-denominational in nature but will be Christian.

Children enrolled in three year old and older classes must be fully toilet trained and independent in the bathroom prior to attendance. Pull ups are considered the same as diapers and will not be allowed.

The S.C. Department of Health and Environmental Control requires that each child enrolled at Union Tots / Preschool/ Kindergarten have a current, unexpired S.C. Immunization certificate. **These certificates are due by September 1<sup>st</sup>.** You may fax them to us at 803-732-6945. We do not accept religious exemptions.

The regular school hours for Tots/Preschool classes are 8:45 until 11:45 a.m.  
The hours for our 5 year old Kindergarten are 8:15 a.m. until 12:15 p.m.

Once COVID regulations allow for combining children from different classrooms, we will offer our **Early Bunch, Lunch Bunch** and **Enrichment** programs for children enrolled in 3, 4 or 5 year old classes.

**We will send you an email the first week of August** with all the dates and times for the beginning of school. If you change your email address, mailing address and/or telephone number(s) before August 1<sup>st</sup>, please email [Kathy@unionirmo.org](mailto:Kathy@unionirmo.org) with your new information.

**\*Wednesday, September 1<sup>st</sup>** – Tuition for attendance during the month of September (if not prepaid in June) and the Annual Supply/Activity Fee are due. You may mail your payment to

Union Preschool, 7582 Woodrow Street, Irmo, SC 29063

If you have already signed up for ACH/Automatic Direct Debit, your payment will be withdrawn from your account on September 1<sup>st</sup>.

The **Preschool Handbook** and the **Preschool calendar** can be found under the Ministries Tab at [www.unionirmo.org](http://www.unionirmo.org). Please read and review our policies and procedures contained in this Handbook prior to registering your child.

**Once your registration form has been processed and your registration fee payment has cleared the bank, your child will be considered officially enrolled in our program on the days you requested.**

# Union United Methodist Church

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

For office use only

Date \_\_\_\_\_  
Check# \_\_\_\_\_  
Paid \$ \_\_\_\_\_  
Room \_\_\_\_\_

## 2021 – 2022 School Year

Class Applied For:

Birth Dates

My Child's Birth Date is:

4 year olds

Sept. 2, 2016 – Sept. 1, 2017

\_\_\_\_\_

Days Per Week

Monthly Tuition

Annual Supply/Activity Fee

\_\_\_\_\_ Mon. – Thurs.

\$215.00

\$145.00

\_\_\_\_\_ Mon. – Fri.

\$245.00

\$160.00

(All classes are subject to change due to needs.)

**A NON-REFUNDABLE REGISTRATION FEE OF \$150.00 MUST ACCOMPANY THIS FORM.**

(Registration Fee for Members of Union UMC is discounted to \$100.00)

(Siblings will be half price.)

**Prepayment of September tuition is due by June 1, 2021 for all children enrolled in a four-year-old class.**  
**This payment is non-refundable.**

Child's Full Name \_\_\_\_\_ M / F  
First Middle Last (Name child goes by) (circle)

Address \_\_\_\_\_ Phone \_\_\_\_\_  
(street) (city) (zip)

Previous Union Teacher or Preschool \_\_\_\_\_ Current Carpool # \_\_\_\_\_

Parent's Email Address \_\_\_\_\_

Mother \_\_\_\_\_  
(Name) (Employer) (Work/Cell Phone)

Father \_\_\_\_\_  
(Name) (Employer) (Work/Cell Phone)

Emergency Contact (other than parents) \_\_\_\_\_ Phone \_\_\_\_\_

Special Problems (medical, social, physical, etc.) \_\_\_\_\_

Siblings \_\_\_\_\_ Church Members at \_\_\_\_\_  
(Names and ages) (church name & denomination)

Our family is zoned to attend \_\_\_\_\_ Elementary School.

I acknowledge that I have been made aware of Union U.M.C. Tots/Preschool/Kindergarten's guidelines and procedures, including our discipline policy found under the Ministries tab at [www.unionirmo.org](http://www.unionirmo.org).

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

# EARLY BUNCH

## 2021 – 2022

**Early Bunch** is an early morning (before school) extended care program for children enrolled in a three, four or five year old class. During this time, your child will have play/activities supervised by our regular staff.

**Early Bunch** begins at 7:30 a.m. and ends at 8:45 a.m. when children go to their regular classrooms. There will not be carpool drop-off for **Early Bunch**. **Please enter through the back doors of the Wesley Center** and walk your child to the **Early Bunch** teacher anytime after 7:30 a.m. to sign them in. **Early Bunch** will meet in Room 9 of the Wesley Center.

YOUR CHILD SHOULD HAVE ALREADY EATEN BREAKFAST PRIOR TO THEIR ARRIVAL AT EARLY BUNCH OR SCHOOL.

Fill out the registration form below to be on the **regular/permanent Early Bunch** list. As part of our regular/permanent list, your child will attend on the same days of the week each month and they must be in school on those days.

**Early Bunch** costs \$25 for each day of the week enrolled for each month. The full month's fee for each day enrolled will be **payable with the monthly tuition, for attendance September through May**, regardless of the number of days attended. Please note that any student whose account has a balance due for tuition or other fees for the current month will not be allowed to attend until the account is paid up to date or payment arrangements have been made with the Director.

**Early Bunch** drop-ins are accepted as space permits. Drop-in cost is \$10.00 per day. To reserve a drop-in space, please call the Kindergarten office or leave a message on our voice mail. Once you have reserved a drop-in space, payment will be expected by that day for this reservation even if your child does not attend.

**Early Bunch** will meet each regular school day.

(Please keep this part for your information)

(Please detach and return this completed form to the Kindergarten office)

## 2021 – 2022

### EARLY BUNCH REGISTRATION

Child's Name \_\_\_\_\_ Regular Class Room # \_\_\_\_\_

\_\_\_\_\_ Mondays      \_\_\_\_\_ Tuesdays      \_\_\_\_\_ Wednesdays      \_\_\_\_\_ Thursdays      \_\_\_\_\_ Fridays

Please register my child to attend **Early Bunch** on the days indicated above. I have read and agree to the policies on attendance and payment.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(parent/guardian signature)

# 2021 - 2022 ENRICHMENT CLASSES

## Math, Manners and Mixing

Discovering math and science through classic literature is so much fun. We will be in the “laboratory” conducting experiments, play old fashioned games, sort, graph and count, in addition to using “please” and “thank you” along the way.

## Passport to Fun

Grab your passport to experience cultures around the world. We will discover food, song, dance, and customs of other countries.

## Fitness and Movement

Exercises, yoga, mindfulness, team games and brain exercises. We will talk about healthy choices with food, establishing good health practices and properly taking care of our bodies.

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**ENRICHMENT** is offered to children enrolled in 4 year old and 5 year old classes from 12:15 until 1:50 p.m. Children will bring their own lunch and drink. Carpool pickup will be from 1:50 until 2:00 p.m. in back of the Wesley Center. Late pick up fees will apply if your child is not picked up by 2:00 p.m.

**ENRICHMENT** costs \$45 per month for each class. Each class will have a maximum of 18 students, but there must be a minimum of 10 students enrolled for a class to be held. Enrollment is on a first come, first served basis.

**ENRICHMENT** classes are by regular/permanent list only. There will not be drop-ins or changes in days allowed. **Fees are payable with the monthly tuition**, for attendance **September through May**, regardless of the number of days attended per month, for the entire school year. Please note that any student whose account has a balance due for tuition or other fees for the current month will not be allowed to attend until the account is paid up to date or payment arrangements made with the Director.

(Please keep this part for your information)

(Please detach and return this completed form to the Kindergarten office)

## 2021 – 2022 ENRICHMENT REGISTRATION

Child’s Name \_\_\_\_\_ Room# \_\_\_\_\_ Carpool # \_\_\_\_\_

Math, Manners & Mixing \_\_\_\_\_ Mondays

Passport to Fun \_\_\_\_\_ Tuesdays

Fitness & Movement \_\_\_\_\_ Wednesdays

Please enroll my child in the above **ENRICHMENT** class(es). I have read and agree to the policies on attendance and payment.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(parent/guardian signature)