

Union United Methodist Church Day School
7582 Woodrow Street Irmo, SC 29063
803-781-0630 / Fax 803-732-6945 DSS License #16941
Website: www.unionirmo.org email: Helen@unionirmo.org

2022 – 2023 REGISTRATION INFORMATION

Thank you for choosing **Union United Methodist Church Day School** 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. Our staff provides a wonderful Christian atmosphere where children can learn and play in a loving relationship-based environment. We look forward to forming relationships 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 or email me.

Helen Kline, Director

The **PURPOSE** of Union United Methodist Church Day School 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 Day School have a current, unexpired S.C. Immunization certificate. **These certificates are due by September 1st**. You may fax them to us at 803-732-6945. We do not accept religious exemptions.

The regular school hours for HALF-DAY 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.

A school calendar will be available online by July 15th. If you change your email address, mailing address and/or telephone number(s) before August 1st, please email Helen@unionirmo.org with your new information.

***September 1st** – Tuition for attendance during the month of September and the Annual Supply/Activity Fee are due. You may mail your payment to:

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If you have already signed up for ACH/Automatic Direct Debit, your payment will be withdrawn from your account on September 1st.

Monthly tuitions are due on the first of each month.

The **Day School Handbook** can be found under the Ministries Tab at 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 Day School

HALF-DAY PROGRAM

7582 Woodrow Street Irmo, SC 29063

803-781-0630 / FAX: 803-732-6945

www.unionirmo.org

For office use only

Date _____

Check# _____

Paid \$ _____

Room _____

2022 – 2023 School Year

Class Applied For:

Birth Dates

My Child's Birth Date is:

5-year-olds

Sept. 2, 2016 – Sept. 1, 2017

Days Per Week

Monthly Tuition

Annual Supply/Activity Fee

Monday - Friday

8:15 a.m. – 12:15 p.m.

\$350.00

\$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 (\$350.00) is due by August 1, 2022 for all children enrolled in five-year-old kindergarten. 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)

I acknowledge that I have been made aware of Union U.M.C. Day School's guidelines and procedures, including our discipline policy found under the Ministries tab at www.unionirmo.org.

Date _____ Parent Signature _____

EARLY BUNCH

2022 – 2023

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)

2022 – 2023

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)

2022 - 2023 ENRICHMENT CLASSES

TBD

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)

2022 – 2023 ENRICHMENT REGISTRATION

Child's Name _____ Room# _____ Carpool # _____

_____ Mondays

_____ Tuesdays

_____ 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)