



Dear Union Families,

Welcome to Union Day School!!! We are SO glad you are joining us for the 22-23 school year!!!

We have a new name. Union Kindergarten and Preschool is now called Union Day School and is comprised of 2 programs. We have our traditional half-day program that operates during the school- year only. This program has been in place for 48 years and will continue to provide the same high quality of education as we always have. We have added a new program to serve our community more fully which is comprised of an infant, toddler, and two-year-old program which is full-day and will operate all year long. We will add a Full-day 3K class '23-'24 and a Full-day 4K class '24-'25 so the children who start in the full day program can continue through 4K.

Union also has a new Director as the former director has retired after many wonderful years of service. I am the new director, and my name is Helen Kline. I have 26 years in the field of early childhood development and education. I am very excited to be at Union Day School and have many wonderful things planned. You can learn more about me on the website. I look forward to meeting you all at our Back-to-School Kick-off on August 30th from 5:00-7:00 pm. Details to come.

Here are the Beginning of School events for the 2022 – 2023 [Half-day/School-year](#) program. Class letters were sent to the parents of the Full-day/year-round program with their details.

Monday, August 15, 2022

Tuition for attendance during the month of September and the Annual Supply/Activity Fee are due. Online payment options will be available through the Brightwheel app or you can pay with cash or check. If paying by check, you may mail your payment to Union Preschool, 7582 Woodrow Street, Irmo, SC 29063.

If you are already signed up for ACH/Direct Debit, these will be voided, and you will need to set up autopay on Brightwheel. Details to come.

The school office located in the Wesley Center will be open Monday - Thursdays from 9:00 a.m. until 3:00 pm during the summer to receive your cash or check payments, if you wish to bring them by in person. Please call, email, or message me through Brightwheel before coming as I have many meetings through-out the summer. 803-781-0630 or Helen@unionirmo.org

Here is what you will owe:

<u>If your child attends</u>	<u>the Supply/Activity Fee is</u>	<u>the September Tuition is</u>
Tuesday & Thursday	\$110.00	\$165.00
Monday/Wednesday/Friday (1 – 2 ½ year-olds)	\$130.00	\$185.00
Monday/Wednesday/Friday (3-year-olds)	\$130.00	\$185.00
Monday – Thursday (3-year-olds)	\$145.00	\$215.00
Monday - Thursday (4 year-olds)	\$145.00	\$215.00
Monday - Friday (1 – 2 ½ year-olds)	\$160.00	\$300.00
Monday - Friday (3 year-olds)	\$160.00	\$225.00
Monday - Friday (4 year-olds)	\$160.00	\$245.00
5 year old Kindergarten	\$160.00	\$350.00

Tuition is due on the 15th of the month prior or can be paid twice a month on the 1st and 15th. For example, tuition is due on Aug. 15th for September or half can be paid on Aug. 15th and half on Sept. 1st. Children will not be admitted if tuition is past due. This includes any unpaid tuition for the 21-22 schoolyear. If this presents a financial hardship, please contact Helen Kline.

Registration for **Early Bunch** and **Lunch Bunch** for 3-, 4- and 5-year-olds and **Enrichment** for 4- and 5-year-olds continues. If you would like to register for these programs, forms will be available or can be found on Brightwheel. We will also have a list of those who have already registered if you want to confirm.

Early bunch and Lunch Bunch will be offered on Monday - Friday. Enrichment classes will be offered Mondays, Tuesdays, and Wednesdays.

Please note that a minimum of 10 students must be registered to offer Early Bunch and Lunch Bunch or Enrichment on any of these days. See chart below for pricing. This amount is due on the 15th of the month prior (Sept is due Aug 15th...) with your tuition payment. These programs are in addition to the 3 hours of education provided in the tuition above. These amounts are to be added to the monthly tuition listed above.

Option	1 day	2 days	3 days	4 days	5 days
Early Bunch	\$25.00	\$50.00	\$75.00	\$100.00	\$125.00
Lunch Bunch	\$35.00	\$70.00	\$105.00	\$140.00	\$175.00
Enrichment	\$45.00	\$90.00	\$135.00	N/A	N/A

Rosters can be found on the Brightwheel app. If you did not receive an invite to join, email Helen at Helen@unionirmo.org

Tuesday, August 30, 2000 – 5:00 – 7:00 p.m. – BACK-TO-SCHOOL KICK-OFF AND Parent Orientation. The parent orientation will be in the church sanctuary. Afterwards enjoy the fun of bounce houses, face painters, a food truck, meet and greets in the classrooms and more. Bring the whole family.

You will need to bring the following information to meet DSS regulations for each child:

- Your child's current SC Immunization Form (if we don't already have one on file that has not expired or you haven't already turned it in). These can also be faxed to us at 803-732-6945.
- Your Email Address(es) and Your Home, Work, Cell Phone Numbers
- Names and Phone Numbers for Authorized Pick Up and/or Emergency contact persons
- DSS 2900 form (must be updated annually)
- Parent Handbook signature sheet
- New Child Forms if new to Union

These forms are all on Brightwheel. We will have volunteers at tables to take this information before and after the Parent Orientation in the church foyer.

September 1st First Day of Half-day program

1-year-olds and 2-year-olds will attend for 1 - 2 hours, as scheduled.
3K, 4K, and 5K attend regular hours (8:45 am – 11:45 am)

The **2022 - 2023 school calendar and Parent Handbook** is posted under the Day School Tab of the Union UM Church website, <http://www.unionirmo.org>, as well on Brightwheel.

ACH / Direct Debit/Debit Card or Credit Card Payments – Online payment options are available for you to set up on Brightwheel. (Coming soon). ACH forms previously submitted will be shredded as we will not be using them. YOU must set this up on Brightwheel yourself. We will not have access to your personal banking information.

If you have questions, please contact Helen Kline at Helen@unionirmo.org at 803-781-0630 or message me through Brightwheel.

We are ready for your children to come and enjoy all the fun learning experiences planned for this school year!

We look forward to seeing you all at the Back-to-School Kick-off on Tuesday, August 27th!

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Helen Kline, Director
Angela Hough, Assistant Director
Robin Landers, Office Assistant
[803-781-0630](tel:803-781-0630)