



UNION UMC DAY SCHOOL

Website: www.unionirmo.org Email: helen@unionirmo.org



2023-2024 Registration Information

Thank you for choosing **Union 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 any questions, please feel free to call or email me.

Helen Kline, Director

The **PURPOSE** of Union Day School is to give children their first experience to education and social development within a Christian environment. Spiritual development will include Bible stories and songs as well as the teaching of a Christian character trait of the month such as honesty, obedience, etc.

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 or upload them to Brightwheel. We do not accept religious exemptions.

The regular school hours for **HALF DAY** classes are 8:45 until 11:45 am School year only.

The regular school hours for **FULL DAY** classes are 7:30 until 6:00 pm year-round.

A school calendar is available on our webpage of the church website and in Brightwheel.

REGISTRATION FEE Registration fees are due in addition to the registration packet to secure your child's spot for the upcoming school year. This will be billed through Brightwheel on 3/30/2023 or you may mail a check to the address above to the attention of Union Day School. This fee is non-refundable.

September 1st- Tuition for attendance during the month of September and the annual supply fee are due. You may pay online via Brightwheel if you are a returning family. New billing plans with the new rates will be set up by September 1st. If your billing information is already set up in Brightwheel, you **DO NOT** need to do anything.

Monthly tuitions are due on the first of each month for the 2023-2024 school year. Bi-monthly billing is available upon request.

The **Day School Parent Handbook** can be found under the Ministries Tab at www.unionirmo.org and on Brightwheel. When the handbook for the new school year is uploaded to Brightwheel, you'll receive a request to sign electronically in Brightwheel.

Union United Methodist Day School

2023-2024 Class Choices

Registration Fees:

\$150 per Child \$75 for siblings

\$100 for Union Church Members

\$50 for Union Church Members Siblings

Birthday cut-off is September 1 for ALL classes

Full Day

Age	Days	Monthly Tuition	Annual Supply Fee
Infants (6 weeks by 9/1)	M-F	\$870	\$160
Toddler Room (12 months by 9/1)	M-F	\$870	\$160
2's (24 months by 9/1)	M-F	\$870	\$160
3K (36 months by 9/1)	M-F	\$870	\$160

Half Day

Age	Days	Monthly Tuition	Annual Supply Fee
1-2 year olds	MWF	\$200	\$130
1-2 year olds	TTH	\$180	\$110
1-2 year olds	M-F	\$340	\$160
2-3 year olds	MWF	\$200	\$130
2-3 year olds	TTH	\$180	\$110
2-3 year olds	M-F	\$340	\$160
3 year olds	MWF	\$200	\$130
3 year olds	M-Th	\$230	\$145
3 year olds	M-F	\$260	\$160
4 year olds	M-Th	\$230	\$145
4 year olds	M-F	\$260	\$160
5K	M-F 8:15-12:15	\$365	\$160



Union United Methodist Church Day School

7582 Woodrow St. Irmo, SC 29063, 803-781-0630/Fax: 803-732-6945

2023-2024 School Year

Full Day:

Half Day:

Class Applied For _____

1st choice _____

2nd Choice: _____

A NON-REFUNDABLE REGISTRATION FEE OF \$150 MUST ACCOMPANY THIS FORM

(Registration fee for members of Union UMC is discounted to \$100.00) (Siblings will be half price)

Child's Full Name: _____ M/F

First Middle Last Name child goes by circle one

Address: _____ Phone: _____

Mother: _____

Name Employer Work/cell phone

Father: _____

Name Employer Work/cell phone

Parent's Email Address: _____

Emergency Contact (other than parents) _____ Phone _____

Areas of concern (medical, social, physical, etc) _____

Siblings _____ Church members at _____

For half day, current carpool # _____

I acknowledge that I have been made aware of Union U.M.C. Day School Guidelines & Procedures, including our discipline policy found under the Ministries tab at www.unionirmo.org

Date _____ Parent Signature _____

LUNCH BUNCH

2023- 2024

Lunch Bunch is a time for children (enrolled in 3, 4 and 5 year old classes) to eat lunch and play indoors and outdoors with friends from their class as well as from other classes. Children bring their own lunch and drink. During lunch, children will have the opportunity to enjoy table manners and social conversation. Then, it's off to play outdoors on the playground (weather permitting) and indoors in the Big Room. Carpool begins at 1:50 p.m. in back of the Wesley Center and ends at 2:00 p.m. Late pickup fees apply if your child is not picked up by 2:00 p.m.

Fill out the registration form below to be on the **regular/permanent Lunch 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.

Lunch Bunch costs **\$35** 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.

Lunch Bunch drop-ins are accepted as space permits. Drop-in cost is \$15.00 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.

There must be at least 8 students enrolled on the regular/permanent list for a **Lunch Bunch** class to be held.

(Please keep this part for your information)

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

2023 – 2024

LUNCH BUNCH REGISTRATION

Child's Name _____ Room# _____ Carpool # _____

_____ Mondays _____ Tuesdays _____ Wednesdays _____ Thursday _____ Friday

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

Signed _____

Date _____
(parent/guardian signature)

EARLY BUNCH

2023 – 2024

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)

2023 – 2024

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 _____

ENRICHMENT

2023-2024

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

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. You are committing for the school year. If you have extenuating circumstances, please contact the director. **Fees are payable with the monthly tuition, for attendance September through May**, regardless of the number of days attended per month, for the entire 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)

2023-2024 ENRICHMENT REGISTRATION

Child's Name _____ Carpool # _____ Room # _____

Math, Manners & Mixing _____ Mondays

Passport to Fun _____ Tuesdays

Nature Club _____ 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 _____



Union UMC Day School Child Discipline Form



Union UMC Day School is committed to providing children and families with quality learning in a safe and loving Christian environment. A major part of the obligation is to use a system of discipline that will provide a positive learning experience leading each child to develop a strong sense of individual worth and responsibility. We use social emotional curriculum techniques from Conscious Discipline as well as redemptive discipline which involves praying for and with your child. The following are guidelines for handling discipline:

1. No corporal or physical punishment.
2. No limits on behavioral expectation that are not developmentally appropriate.
3. Use of consistency, fairness, and patience.
4. Use of logical consequences instead of punishment. Acceptable consequences are: removing a child from one play area to another, limiting play privileges and giving your child appropriate choices.
5. Use of self-regulation skills will be taught during group learning so that when those skills are needed, the child can calm him/herself.
6. Use of positive reinforcement. What you pay attention to the most, is what you'll get the most of. Thus, appropriate behavior will be recognized and reinforced.
7. Use of a "safe place" where a child can self-calm will be used in place of time-out.
8. The Director will involve a child's parents in the disciplinary process only when uncontrollable behavior and/or behavior that is potentially harmful to the child or others persists.

CHILDREN ARE SUPERVISED BY SIGHT AS WELL AS SOUND AT ALL TIMES

I have read and understand the Union UMC Day School's Discipline Policy

Print Child's Name here

Parent's Signature

Date



Union UMC Day School Media Consent Form



Child's Name _____

Dear Parent or Guardian,

Throughout the year, our staff takes pictures of our students for various projects they are doing with their classes. We would like to share some of these pictures by posting them on the Union United Methodist website and Facebook page. We also have the opportunity to have pictures and/or stories about our school featured in the church newsletter and area newspapers. Pictures will also be posted to Brightwheel. Brightwheel pictures will only be seen by you individually on your child's feed or if it is a group picture, the whole class will see these pictures.

Please indicate below whether you **do or do not** grant permission for the release of your child's picture for the purposes stated above and return this form at the Parent orientation. If the form is not returned by the specified date, your child's photo will be released for the purposes stated above. Your child's name WILL NOT be released.

_____ **YES, I DO** grant permission for the release of my child's picture for the purpose stated above. My child's photo **MAY** be used.

_____ **NO, I DO NOT** grant permission for the release of my child's picture for the purposes stated above. My child's photo **MAY NOT** be used except for classroom publications and in Brightwheel.

Parent or Guardian Signature _____ Date _____



**UNION UMC DAY SCHOOL
IRMO, SOUTH CAROLINA
PERMISSION FORM FOR EMERGENCY MEDICAL TREATMENT**



Full Legal Name of Child: _____

Date of Birth: _____ **Sex:** M / F (circle one)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Father/Legal Guardian: _____

Home Phone: _____ **Cell Phone:** _____

Address: _____

Employer: _____ **Work Phone:** _____

Mother/Legal Guardian: _____

Home Phone: _____ **Cell Phone:** _____

Address: _____

Employer: _____ **Work Phone:** _____

PERMISSION TO TRANSPORT / TREAT

I, the undersigned parent and/or guardian of _____ a minor, hereby give my permission for my child to be transported to and from and participate in trips and outings with Union United Methodist Church. I do hereby release Union UMC from any liability and all adult sponsors or church staff in the event of any accident enroute, during and returning from ministry sponsored events.

I also give my permission for our son/daughter to be examined, x-rayed, and treated by any licensed medical facility, office, hospital, or emergency facility, if in the judgment of the counselors/advisors, emergency care is required to insure the health and well being of my child, and I cannot be reached at the locations given.

Medications taken on regular basis? Yes _____ No _____

If yes describe: _____

Special current/recurrent illness and/or allergies to foods, medications, bee stings, etc.

Yes _____ No _____

If yes describe: _____

Last tetanus: _____ Diagnosed behavior disorder: Yes _____ No _____

If yes describe: _____

INSURANCE INFORMATION

Student's Physician: _____ **Phone:** _____

Insurance Carrier: _____ **Policy #:** _____

Name in which Insurance is issued: _____

Address of Insurance Company: _____

Parent/Guardian Signature: _____ **Date:** _____