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Irmo, SC 29063

Union Day School

2025 - 2026 **FULL DAY** Registration Packet

*Thank you for choosing **Union Day School** for your child. Our staff provides a wonderful Christian atmosphere where children can learn through play in a loving and caring 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 Union Day School. Should you have any questions, please feel free to call or email me.*

Leslie Kulp, Director

IMMUNIZATION FORMS:

The S.C. Department of Health and Environmental Control requires that each child enrolled at Union Day School has a current S.C. Immunization certificate. **These certificates are required before your child's first day of school** and must be on a "DHEC Form."

You can fax it to us or upload it to Brightwheel. We do not accept religious exemptions.

REGISTRATION FEES:

The Registration Fee is due (in addition to the registration packet) to secure your child's spot for the upcoming school year. If your child is currently enrolled, this will be billed through Brightwheel on 3/15/2025. This fee is non-refundable.

Full Day Program
\$200 per child
\$150 for Union church members
\$50 for each sibling

TUITION:

September tuition and the Annual Supply Fee are due on September 6th. 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 6th. If your payment information is already set up in Brightwheel, you DO NOT need to do anything. Monthly tuition is due on the first of each month.

PARENT HANDBOOK:

This will be uploaded in Brightwheel before the start of school. You will be notified when it is ready to view. A signature acknowledging you have read it will then be required.

Full Day Program Description:

- Monday - Friday, 7:30 AM - 5:30 PM (year-round)
- Ages 6 weeks – 4K
 - We adhere to the South Carolina birthday cut-off of September 1. Therefore, a child must be the age of the class he/she is enrolling in on or before September 1.
 - The infant room is for children 6 weeks old – 11 months
- Loosely follows the Lexington/Richland District 5 Calendar during the school months, does **not** include Early Release Days. *Summer calendar is separate.*
- The infant, 1-year-old, and 2-year-old classrooms are in the Family Ministry Center Building (FMC)
- 3K and 4K classrooms are in the Wesley Center Building

2025-2026 Program, Tuition, and Fees

Your child must be the age of the class they plan to enter on or before September 1, 2025

Age	Days	Monthly Tuition	Annual Supply Fee
Infants (6 weeks - 11 mo)	M-F	\$995	\$160
1 Year Olds	M-F	\$985	\$175
2 Year Olds	M-F	\$975	\$175
3 Year Olds	M-F	\$965	\$175
4 Year Olds	M-F	\$965	\$175



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THE NON-REFUNDABLE REGISTRATION FEE MUST ACCOMPANY THIS FORM

A CURRENT IMMUNIZATION FORM MUST BE TURNED IN BEFORE YOUR CHILD'S 1ST DAY

Child's Full Legal Name: _____ **Male** or **Female** (circle one)

Preferred Name: _____ Date of Birth / Due Date: _____

Mother's Name: _____ Father's Name: _____

Mother's Cell: _____ Father's Cell: _____

Mother's Email: _____ Father's Email: _____

Check all that apply:

Returning Student

Member of Union United Methodist Church

Sibling Currently Enrolled

New to Union Day School

Please select the class you are enrolling your child in:

Classes will only be offered if enough children are enrolled

Infants (6 weeks – 11 months)

1-year olds

2-year-olds

Classrooms for these ages are in the Family Ministry Center (FMC)

3K*

4K*

**3K and 4K children must be fully potty-trained to begin*

For **3K & 4K** students *only*: please indicate the timeframe you plan to drop off your child in the mornings. **This is for staffing purposes only.**

My child will get dropped off during the "Early Bunch" hours of 7:30 – 8:40 AM

My child will get dropped off during the Wesley Center "regular carpool" beginning at 8:45 AM

For Office Use Only *required for admission

Date:	Reg. Fee* Cash Check #	Media Release Y N Prv	DSS 2900*	Immun.* Exp. Meets	Discipline*	Emerg. Consent*	Parent Handbook	Class Assigned:
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Mother's Name: _____ **Employer/Occupation:** _____

Work Phone: _____

Home Address: _____ **City/Zip:** _____

Father's Name: _____ **Employer/Occupation:** _____

Work Phone: _____

Home Address: _____ **City/Zip:** _____

(If different from mother's)

Are parents married? **Y N** (circle one)

If not, are there stepparents? **Y N** (circle one)

Are there any custody issues? **Y N** (circle one) If yes, Union Day School must have copies of legal documents on file if there are any special circumstances of which we need to be aware.

Please provide any other important information regarding your child's family life we should know:

Emergency Contact (other than parents)

Name: _____ Relationship to Child: _____

Phone Number: _____

Please list/describe any special concerns (medical, social, physical, etc.):

If your child is receiving (or being considered for) services, please list where/what type of service:

- I understand that my child will not be enrolled until the Day School receives this signed form and processes the non-refundable registration fee.
- The first tuition will be posted by the end of August and is due no later than September 6th and will include September's tuition, any extended care program charges, and the one-time annual supply fee. Starting in October, monthly tuition charges are due on the 1st of each month and are paid through Brightwheel. I understand that holidays, absences, and weather closures are not deductible from monthly tuition.

Parent Signature: _____ **Date:** _____

Union Day School Child Discipline Policy

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 our belief 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 behavioral expectations 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. Thus, appropriate behavior will be recognized and reinforced.
7. Use of a "safe place" where a child 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

By signing, I agree that I have read and understand the Union UMC Day School's Discipline Policy.

Print Child's Name Here

Parent's Signature

Date

Pick Up Authorization and Expectations

Authorized Pick-Up

Name(s), address(es), and verification of identification (such as a driver's license, other picture identification and/or carpool number) of **ANYONE** authorized to pick up the child from Union Day School is required. Your child can only be released to those people designated by written request.

It is expected that when you are called to come pick up your child for whatever reason, that you come promptly and within a reasonable amount of time.

I authorize the following people to pick up my child from Union Day School:

Name	Phone Number	Relation to Child

I have read and understand Union Day School's policy on authorization and expectations of pick-up.

Print child's name here

Parent's signature

Date

Union Day School Media Consent Form

Child's Name _____

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 Day School website** and **Facebook** page. We also could have pictures and/or stories about our school featured in the **church newsletter** and area **newspapers**.

Please indicate whether you **do or do not** grant permission for the release of your child's picture for the purposes stated above. If the form is not returned, your child's photo could 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.

_____ **NO, I DO NOT** grant permission for the release of my child's picture for the purposes stated above.

Private Postings

Teachers also post pictures on Brightwheel and/or their private Instagram page. Pictures posted to Brightwheel, or the class's private Instagram page will **only be seen by the parents/families of the children in your child's class and/or Union Staff members.**

Please indicate below if you give consent to our **private postings**.

_____ **YES, I DO** give consent for **private postings**

_____ **NO, I DO NOT** give consent to **private postings**

Any additional comments or information we should know:

Parent/Guardian Signature _____ Date _____

Union Day School Emergency/Medical Release Consent Form

I give permission to Union Day School to make whatever emergency measures are judged necessary for the care and protection of my child while under the supervision of the school. In case of a medical emergency, I understand that my child will be transported to the appropriate healthcare facility by the local emergency unit for treatment if the local emergency resource deems it necessary. It is understood that in some medical situations the staff will need to contact the local emergency resource before the parent/guardian, child's physician and/or adult acting on the parent/guardian's behalf.

The Director, Assistant Director(s), or their designee will travel with the child if transport is needed.

Print Name here

Parent's Signature

Date