

Email: [lkulp@unionirmo.org](mailto:lkulp@unionirmo.org)

Phone: (803) 781-0630

Fax: (803) 781-3034



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

Address: 7582 Woodrow St.

Irmo, SC 29063

# Union Day School

## 2025 - 2026 **HALF 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.

Half Day Program
\$175 per child
\$125 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.

## HALF DAY PROGRAM DESCRIPTION:

- Monday - Friday, 8:45 AM - 11:45 AM
- Typically begins mid-August and ends mid-May
- Loosely follows the Lexington/Richland District 5 Calendar, including Early Release Days
- Ages 1 - 4 years old.
  - 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.
- Early Bunch is offered to children enrolled in a 3K or 4K class and runs from 7:30 - 8:45 AM
- Lunch Bunch is offered to children enrolled in a 3K or 4K class and runs from 12:00 – 1:45 PM
- Enrichment Classes are offered to children enrolled in a 4K class *only* and runs from 12:00 – 1:45 PM
- 1- and 2-year-old classrooms are in the Education Building
- 3K and 4K classrooms are in the Wesley Center Building

## 2025-2026 Program, Tuition, and Fees

\*The class is based on your child's age on or before September 1st, 2025.

<b>Age/Class</b>	<b>Days</b>	<b>Monthly Tuition</b>	<b>Annual Supply Fee</b>
1 Year Olds	T/Th (2 days)	\$225	\$130
1 & 2 Year Olds	MWF (3 days)	\$245	\$145
1 & 2 Year Olds	M-TH (4 days)	\$315	\$160
1 & 2 Year Olds	M-F (5 days)	\$390	\$175
3 & 4 Year Olds	M-Th (4 days)	\$275	\$160
3 & 4 Year Olds	M-F (5 days)	\$310	\$175



## 2025-2026 **HALF DAY** Registration Form

Phone: (803) 781-0630

Fax: (803) 781-3034

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: \_\_\_\_\_

### THE NON-REFUNDABLE REGISTRATION FEE MUST ACCOMPANY THIS FORM

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

**Check all that apply:**

Returning Student

Member of Union United Methodist Church

Sibling Currently Enrolled

New to Union Day School

**Please select the age of the class you are enrolling your child:**

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

### Half Day Program:

\*\*You may select a 1st and 2nd choice if applicable. Teacher requests are not guaranteed.

**\*1-Year-Old** \_\_\_ M-F (5 days) \_\_\_ M-Th (4 days) \_\_\_ M/W/F (3 days) \_\_\_ T/Th (2 days)

*\*must be walking to start*

**2-Year-Old** \_\_\_ M-F (5 days) \_\_\_ M-Th (4 days) \_\_\_ M/W/F (3 days)

**\*3K** \_\_\_ M-F (5 days) \_\_\_ M-TH (4 days)

*\*must be fully potty-trained to start*

**4K** \_\_\_ M-F (5 days) \_\_\_ M-Th (4 days)\*\*

\*\*Please note: there will only be a 4-day class if we have enough students enrolled. Otherwise, we will only offer 5 days (M-F)

**For Office Use Only \*required for admission**

Date:	Registration Fee	Media Release	DSS 2900*	Immun.*	Discipline*	Emerg. Consent*	Parent Handbook	Class Assigned:
	Cash Check #	Y N Prv		Exp. Meets				Extended Care:

**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:**

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**Emergency Contact** (other than parents)

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

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- 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:** \_\_\_\_\_

# Early Bunch

Early Bunch is an extended care program offered to **3K and 4K students** in the Half Day Program. It runs from **7:30 AM - 8:45 AM** on all regular school days.

ALL CHILDREN SHOULD EAT BREAKFAST PRIOR TO ARRIVING TO EARLY BUNCH OR SCHOOL

Regular carpool is **not** conducted during this time. An adult should walk their child into the **Wesley Center through the back door entrance** after 7:30 AM and sign-in with the teacher on duty.

Early Bunch spots are limited and filled on a first-come-first-serve basis.

**Early Bunch** costs **\$30.00 for each day of the week** you are enrolled for each month.

- 1 day a **week** - \$30/month
- 2 days a **week** - \$60/month
- 3 days a **week** - \$90/month
- 4 days a **week** - \$120/month
- 5 days a **week** - \$150/month

Early Bunch "**drop-ins**" are accepted as space permits. Drop-ins cost **\$10/day**. To reserve a spot, please call the office or email Leslie Kulp. Once you have reserved a spot, you will be billed on Brightwheel.

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(To register for Early Bunch, please detach and return the completed bottom half of this form to the office)

## EARLY BUNCH REGISTRATION

Child's Name \_\_\_\_\_ Age/Class \_\_\_\_\_

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

I have read and agree to the policies on attendance and payment for **Early Bunch**.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Lunch Bunch

Lunch Bunch is an extended care program offered to **3K and 4K students in our Half Day Program only**. It runs from **12:00 PM - 1:45 PM** on all regular school days.

- Children should provide their own packed lunch and drink.
- Lunch Bunch children will eat together and have time to play in the Big Room, playground, or both!
- Children will get picked up from **the back entrance of the Wesley Center**. The pick-up window is from 1:45 - 2:00 and at 2:01 you are considered late. Please see our Parent Handbook regarding our late pick-up policy.

**\*\*Lunch Bunch spots are limited and filled on a first-come-first-serve basis. Lunch Bunch is also not guaranteed and will only be offered if there are enough students enrolled on any given day.**

**Lunch Bunch costs \$40.00 for each day of the week you are enrolled for each month.**

1 day a **week** - \$40/month      2 days a **week** - \$80/month      3 days a **week** - \$120/month  
4 days a **week** - \$160/month      5 days a **week** - \$200/month

Lunch Bunch “**drop-ins**” are accepted as space permits. Drop-ins cost **\$15/day**. To reserve a spot, please call the office or email Leslie Kulp. Once you have reserved a spot, you will be billed on Brightwheel.

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(To register for Lunch Bunch, please detach and return the completed bottom half of this form to the office)

## LUNCH BUNCH REGISTRATION

Child's Name \_\_\_\_\_ Age/Class \_\_\_\_\_

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

I have read and agree to the policies on attendance and payment for **Lunch Bunch**.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

# 4K Enrichment

Enrichment classes are offered to **4K students only**. Each class has a unique curriculum designed by the teacher to enhance our 4K students' school day.

- Enrichment is from **12:00 PM - 1:45 PM**
- Parent/guardians should provide their child's packed lunch and drink.
- Children will get picked up from **the back entrance of the Wesley Center**. The pick-up window is from 1:45 - 2:00 and at 2:01 you are considered late. Please see our Parent Handbook regarding our late pick-up policy.

*\*\*Enrichment spots are limited and filled on a first-come-first-serve basis. Enrichment classes are also not guaranteed and will only be offered if there are enough students enrolled.*

Enrichment classes cost **\$50.00 for each day of the week you are enrolled** for each month.

1 day a **week** - \$50/month      2 days a **week** - \$100/month      3 days a **week** - \$150/month  
4 days a **week** - \$200/month      5 days a **week** - \$250/month

## Enrichment Classes and Descriptions:

1. **Passport to Fun** - Grab your passport to experience cultures around the world. We will discover food, songs, dance, and customs of other countries.
2. **\*Science Club** - Students will have science and math experiences designed to introduce and get them excited about science and to encourage active exploration of their world.
3. **\*Art Club** - We will create paintings, drawings, make 3-D art, create art from nature and more! During each project the children will learn how God is all around us and we can know He is with us always.
4. **CardioKids** - This fitness class for kids will focus on kid-friendly cardio and strength exercises that are safe for children to do while looking out for their growing bodies.
5. **Math, Mixing, and Manners (M.M.M)** - Children will be in the "laboratory" conducting experiments, cooking, playing games, sorting, graphing, and counting while using "please" and "thank you" along the way.
6. **Adventures Through the Bible (A.T.B)** - Come along with us on an exciting adventure through the Bible! We will learn about God's word through reading and acting out Bible stories together, crafts, and imaginative play!

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(To register for Enrichment, please detach and return the completed bottom half of this form to the office)

## 4K ENRICHMENT REGISTRATION

Child's Name \_\_\_\_\_ Age/Class \_\_\_\_\_

Select the days you wish to enroll:

\_\_\_\_\_ **Passport to Fun** (Mondays)      \_\_\_\_\_ **\*Science Club** (Tuesdays)      \_\_\_\_\_ **\*Art Club** (Tuesdays)  
\*Select only 1 Tuesday class, or, you can select your 1<sup>st</sup> and 2<sup>nd</sup> choice  
\_\_\_\_\_ **CardioKids** (Wednesdays)      \_\_\_\_\_ **M.M.M** (Thursdays)      \_\_\_\_\_ **A.T.B** (Fridays)

I have read and agree with the policies on attendance and payment for **Enrichment** classes.

Signed \_\_\_\_\_

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.

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Print Child's Name here

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Parent's Signature

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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.

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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:

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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.*

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Print Name here

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Parent's Signature

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Date