



PRESCHOOL

OF DUNWOODY UNITED METHODIST CHURCH

1548 Mount Vernon Road • Dunwoody, Georgia 30338 • 770-394-2555 - Telephone • 770-394-6003 - Fax
www.dunwoodyumc.org/preschool • preschool@dunwoodyumc.org

2019-2020 APPLICATION FOR ADMISSION

Dunwoody UMC Preschool accepts students without regard to race, creed, sex, religion or national origin.

Child's Full Name _____ Preferred Name _____ Date of Birth _____ M/F _____

Address _____ City _____ State _____ Zip _____

Father's Name _____ Mother's Name _____

E-mail _____ E-mail _____

Cell Phone _____ Cell Phone _____

Employer _____ Employer _____

Home Telephone Number _____ Preferred Phone Number (circle one) HOME MOM CELL DAD CELL

Dunwoody UMC Member? Yes No Family's Church Membership/Affiliation _____

Names and ages of siblings _____

Returning Student? Yes No (If "yes", current teacher/class) _____

Sibling of Current or Former Student? Yes No (If "yes", name of sibling) _____

Please List Previous School Experience: _____

Have you attended a DUMC Preschool tour? Yes No

Has your child received or currently receiving services from Babies Can't Wait, DeKalb, Fulton, Cobb, or Gwinnett County Schools, or any private therapist for speech, OT, or behavior? Yes No (If "yes", please explain.) _____

Language(s) spoken in the home: (1st) _____ (2nd) _____

Upon registration, families of children who speak English as a second language will be invited to a Newcomers' Orientation.

PLEASE CHECK BELOW TO INDICATE THE CLASS FOR WHICH YOU ARE APPLYING: Indicate second choice with a "2", if applicable.

✓	CLASS	DAYS OF THE WEEK	TUITION PAYMENTS Nine (9) Payments	ANNUAL TUITION
	Toddlers (age 1 by 9/1/2019)	Monday/Wednesday	\$265	\$2,385
	Toddlers (age 1 by 9/1/2019)	Tuesday/Thursday	\$265	\$2,385
	Twos (age 2 by 9/1/2019)	Tuesday/Thursday	\$250	\$2,250
	Twos (age 2 by 9/1/2019)	Monday/Wednesday/Friday	\$320	\$2,880
	Twos (age 2 by 9/1/2019)	Tuesday/Wednesday/Thursday	\$320	\$2,880
	Threes (age 3 by 9/1/2019)	Monday/Wednesday/Friday	\$285	\$2,565
	Threes (age 3 by 9/1/2019)	Monday – Thursday	\$335	\$3,015
	Fours (age 4 by 9/1/2019)	Monday – Thursday	\$340	\$3,060
	Fours (age 4 by 9/1/2019)	Monday – Friday	\$380	\$3,420
	Kindergarten (age 5 by 9/1/2019)	Monday-Friday	\$440	\$3,960



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ADMISSIONS PROCESS: Thank you for your interest in Dunwoody United Methodist Church Preschool. After re-enrolling our current students and families, we will open any available spots to the community. Priority is given to Dunwoody United Methodist Church members and the remaining spots are filled by random draw. We do not keep a numbered waitlist. You will be notified if a spot is available for your child. At that time, you will be asked to fill out an online enrollment form and submit a \$125 Registration Fee.

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TERMS AND CONDITIONS

- All students in Threes, Fours, and Kindergarten classes must be completely toilet-trained and able to independently use the restroom when Preschool begins. Each child should be wearing underwear, not Pull-Ups or diapers, at school. For the purposes of clarification, our definition of fully toilet-trained is the child's recognition of the need to use the restroom; is able to inform an adult of the need to go; enters the restroom on their own; removes necessary clothing with little or no assistance; sits or stands at the commode and handles own hygiene; re-dresses; washes hands and rejoins the class.
- A degree of independence is expected beginning with our Toddler classes. Children enrolled in our program should be able to feed themselves, drink from a cup, and be able to successfully separate from parents in a reasonable timeframe. *Toddler classes have a "Gentle Adjustment" schedule during the month of September.*
- Dunwoody United Methodist Church Preschool is in session from September 2019 until May 2020.
- Any class that does not meet minimum enrollment requirements following registration is subject to cancellation.

DUNWOODY UMC PRESCHOOL FINANCIAL INFORMATION

Dunwoody United Methodist Church Preschool operates as a non-profit organization and relies on registration fees and tuition payments for operating expenses. Prompt payment of monies enables Dunwoody UMC Preschool to maintain its program with the highest quality and standards.

PAYMENT SCHEDULE: The Preschool's payment schedule policy is based on a child's commitment to one full school year. Payments include a Registration Fee and Tuition Payments which are divided into nine (9) equal installments. Payments are due as indicated on the schedule below.

All payments are non-refundable and non-transferable. If a spot is available for your child, you will be sent a link to enroll online and a \$125 Registration Fee will be due.

PAYMENT SCHEDULES

Toddler, 2s, 3s, 4s Classes

DESCRIPTION	PAYMENT DEADLINE
Registration Fee	Upon Registration
Tuition Payment 1	May 1, 2019
Tuition Payment 2	June 1, 2019
Tuition Payment 3	July 1, 2019
Tuition Payment 4	August 1, 2019
Tuition Payment 5	September 1, 2019
Tuition Payment 6	October 1, 2019
Tuition Payment 7	November 1, 2019
Tuition Payment 8	December 1, 2019
Tuition Payment 9	January 1, 2020

Kindergarten Class

DESCRIPTION	PAYMENT DEADLINE
Registration Fee	Upon Registration
Tuition Payment 1	Upon Registration
Tuition Payment 2	May 1, 2019
Tuition Payment 3	June 1, 2019
Tuition Payment 4	July 1, 2019
Tuition Payment 5	August 1, 2019
Tuition Payment 6	September 1, 2019
Tuition Payment 7	October 1, 2019
Tuition Payment 8	November 1, 2019
Tuition Payment 9	December 1, 2019

HEADMASTER ONLINE PARENT PORTAL: Once your child is registered for DUMCP, you will receive an email with directions to set up your HeadMaster Online Parent Portal. All payments (*except the Registration Fee*) will be made through this online system. A reminder will be sent each month to prompt you to log on and make your payment(s)

BILLING SCHEDULE/LATE PAYMENTS/LATE FEES: Payment invoices will be posted on your HeadMaster account on the 15th of each month. All payments are due the 1st of the following month. If payments are not received by the 5th, a \$20 late fee will be applied to your HeadMaster account. If payment is not made by the 15th of the month, an additional \$30 late fee will be applied. Late fees will continue to accrue until the account has been made current. If payment is not made within 30 days your child will be considered withdrawn from DUMCP.

REFUNDS: **All payments are non-refundable and non-transferable.** No refunds will be made for short or long absences. There will be no financial credits due to illness, inclement weather, travel, or any other reason. In the case of extended absence or illness, Tuition Payments must be paid to reserve a place in the class. If your child will be absent for an extended period of time, you are responsible for paying all monies due in order to retain his/her placement in our program. Failure to do so will result in forfeiture of your child's spot.

WITHDRAWALS: Should it become necessary to withdraw a child from Dunwoody UMC Preschool, written notice to the Director or Associate Director is required. You will be responsible for any Tuition Payments due while your child attends DUMCP.

RE-ENROLLMENT POLICY: If a child is withdrawn from the program and returns later in the same school year to re-enroll, it will be treated as a new enrollment. There will be no credits given from the previous enrollment, including Registration Fee, Tuition Payments or other fees. There are no guarantees that a child will be re-enrolled in the same classroom with the same teacher. Re-enrollment will be allowed on a space-available basis.

RETURNED PAYMENT FEES: When a payment is returned to the Preschool for insufficient funds, the Preschool is charged a fee by the bank, therefore there will be a fee of \$35 assessed by the Preschool for each returned payment.

Please keep this page for your records and reference.