



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.

Age Group	Days of the Week	School Hours	Registration Fee	Tuition		
				Option 1 One Payment* Due May 1	Option 2 Two Payments Due May 1 and Oct 1	Option 3 Ten Payments** Due May 1 – Feb 1
Toddlers Age one by 9/1/26	Two Days Mon/Wed or Tue/Thu	9:00-12:00	\$150	\$2,650	\$1,325	\$265
Twos Age two by 9/1/26	Two Days Tue/Thu	9:00-12:00	\$150	\$2,650	\$1,325	\$265
	Three Days Mon/Wed/Fri or Tue/Wed/Thu	9:00-12:00	\$150	\$3,200	\$1,600	\$320
Threes Age three by 9/1/26	Three Days Mon/Wed/Fri	9:00-12:00	\$150	\$3,200	\$1,600	\$320
	Four Days Mon-Thu	9:00-12:00	\$150	\$3,600	\$1,800	\$360
Fours Age four by 9/1/26	Four Days Mon-Thu	9:00-12:00	\$150	\$3,600	\$1,800	\$360
	Five Days Mon-Fri	9:00-12:00	\$150	\$3,800	\$1,900	\$380
Kindergarten Age five by 9/1/26	Five Days Mon-Fri	9:00-1:00	\$150 + \$450 Tuition Deposit	\$4,500 *Less \$450 Tuition Deposit	\$2,025	\$450 **May 1–Jan 1

Payment Schedules: The Preschool's payment schedule policy is based on a child's commitment to one full school year. All payments are non-refundable and non-transferable.

- Registration Fee: A registration fee is due upon enrollment. For Kindergarten, a registration fee and a Tuition Deposit are due upon enrollment.
- Annual Tuition: Tuition may be paid in full (due May 1), in two payments (due May 1 and October 1), or over ten payments (due May 1 – Feb 1; May 1 – Jan 1 for Kindergarten)

Procure Parent Portal: Payments are made online through Procure Parent Portal. A reminder is sent each month to prompt you to log on and make your payment(s).

Billing Schedule/Late Payments/Late Fees: Tuition invoices are posted on your Procure account on the 15th of the month prior to when payment is due. All payments are due the 1st of the following month. If payments are not received by the 5th, a \$25 late fee will be applied to your Procure account. If payment is not made by the 15th of the month your method of payment is auto charged, and an additional \$35 late fee is applied. Late fees will continue to accrue until the account is made current. If payment is not made within 30 days your child is considered withdrawn from DUMCP.

Refunds: All payments are non-refundable and non-transferable. No refunds are made for short or long absences. There are no financial credits due to illness, inclement weather, travel, or any other reason. If your child is 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 results 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 are 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 is treated as a new enrollment. There are no credits given from the previous enrollment, including registration fee, tuition payments or other fees. There is no guarantee that a child will be re-enrolled in the same classroom with the same teacher. Re-enrollment is allowed on a space-available basis.

Terms and Conditions

- **All children attending DUMC Preschool must meet the Georgia state standards of immunization.** We require a Georgia 3231 immunization form to be current and on file before a child begins school. We do not accept religious or personal exemptions. The only exceptions are for medical reasons indicated with documentation from the child's pediatrician. **Minimum Vaccination Requirement for Enrollment:** To ensure the health and safety of our school community, DUMC Preschool does not accept children who have not received any vaccinations prior to enrollment. Children must have begun receiving required vaccinations (or have an approved medical exemption) before starting school.
- **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. 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.
- 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 2026 until May 2027.
- Any class that does not meet minimum enrollment requirements following registration is subject to cancellation.