



**Toccoa First United Methodist Preschool**  
**333 E. Tugalo Street, Toccoa, Georgia 30577**  
**706-599- 5614**

ENROLLMENT APPLICATION 2009-2010

Child's Name: \_\_\_\_\_ Boy: \_\_\_\_\_ Girl: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age as of September 1, 2009 \_\_\_\_\_

Home Address: \_\_\_\_\_ Home phone # \_\_\_\_\_  
Street name and number

\_\_\_\_\_  
City State Zip Code

Mailing Address (if different from above) \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Home Address (if different from child's) \_\_\_\_\_

Mother's Phone Numbers (h) \_\_\_\_\_ (w) \_\_\_\_\_

(c) \_\_\_\_\_

Mother's Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Home Address (if different from child's) \_\_\_\_\_

Father's Phone Numbers (h) \_\_\_\_\_ (w) \_\_\_\_\_

(c) \_\_\_\_\_

Father's Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Child's Living Arrangements: ( ) both parents ( ) mother ( ) father ( ) other

If other, please explain: \_\_\_\_\_

Child's Legal Guardian(s): ( ) both parents ( ) mother ( ) father ( ) other

Your child may be released to the person(s) signing this agreement or to the following:

Name	Telephone Numbers	Relationship
_____		
_____		
_____		

Other children in the family:

Name and age: \_\_\_\_\_  
\_\_\_\_\_

**A copy of your child's birth certificate and latest immunization record must be submitted by open house.**

Persons to contact in the case of an emergency when parents cannot be reached:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child's Physician:

(Name, Address, Phone Number)

\_\_\_\_\_

My child has the following special needs or requires the following special accommodations:

\_\_\_\_\_

Medications, allergies, illnesses, etc.:

\_\_\_\_\_

Has your child ever been in a pre-school or childcare setting before? Y\_\_\_ N\_\_\_

Family Church (denomination) preference: \_\_\_\_\_

Church Member: yes no active inactive

Where? \_\_\_\_\_

Are you interested in finding a church home? \_\_\_\_\_



**PARENTAL AGREEMENT WITH THE FUMC PRESCHOOL**

1. FUMC Preschool agrees to provide child-care for \_\_\_\_\_  
(Name child is called)

My child will attend:

- \_\_\_\_\_ Five days per week (\$90/month) with Computer Tots (\$108.00)
- \_\_\_\_\_ Three days per week (M, W, F) (\$75/month) With Computer Tots (\$93.00)
- \_\_\_\_\_ Two-year olds, two days per week (T, Th) (\$85/month) No Computer Tots.

(There is a higher tuition for the two-year old class because there are two teachers for the class and more needs: diapers, potty-training, etc.)

My child will take computer class for \$18/month Yes\_\_\_/ No\_\_\_  
(Computer tots is not offered for the two-year old class)

Time and Schedule:

Early drop-off (rooster walk-in) is available at 7:00AM -8:00 AM but costs an additional \$1 per day. Drop-off ends promptly at 8:45 AM. Learning hours begin at 9:00 AM; therefore, your child should be on time in order to participate in the complete daily curriculum.

Departure is promptly from 11:45-Noon. For every minute that you are late, you will be charged \$1.00.

My child will be a rooster drop-off, she/he will arrive between 7:00-8:00AM.  
Yes\_\_\_ or No \_\_\_\_\_

2. My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel. Each child must be signed in and out each day. The person bringing the child to and from preschool must park their vehicle, walk the child in or out no child is to ever walk in or out alone.

3. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur such as telephone numbers, work location, emergency contacts, child's health care provider, child's health status and immunization records, etc.

4. First United Methodist Preschool agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, and exposure to communicable diseases, which include my child.

5. First United Methodist Preschool agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water related activities occurring in water that is more than 2 feet deep. I understand that it is the policy of the FUMC preschool to keep all trips away from the facility to a minimum and to bring in special visitors and activities instead.

6. I have received a copy and agree to abide by the policies and procedures for the FUMC preschool.

Signature (Parent/Guardian)\_\_\_\_\_ Date \_\_\_\_\_  
Signature (FUMC preschool Director) \_\_\_\_\_ Date \_\_\_\_\_

## FIRST UNITED METHODIST PRESCHOOL GENERAL INFORMATION

### Enrollment:

The enrollment of the preschool is limited to children who will be two, three, or four-years old by September 1, 2009. Certificate of immunization and a copy of your child's birth certificate are due at registration.

### Registration:

Priority in registration is given to first-come church-family members and family members of children already enrolled in the preschool. All pre-registration is done by the preschool director and the church children's director.

### Fees and Tuition:

The registration fee is \$50; this fee is non-refundable. This fee must accompany your child's application to ensure placement in our program. The registration fee provides insurance and supplies for the operation of the pre-school year and is non-refundable. (A supply fee will no longer be charged at orientation.)

### Tuition is listed below:

5 Days- \$90.00/month or \$108.00/month with computer class

3 Days (M W F)- \$75.00/month or \$93.00/month with computer class

2 Days (T, Th) (two-year olds) \$85/month and no computer class (The tuition is more for this class because of the need for two teachers and the extra duties of diaper changing, potty-training and closer supervision)

All tuition is due on the first of each month. If required a late notice will be sent on the 10<sup>th</sup>. Please pay by check and make it payable to First United Methodist Preschool. First United Methodist Preschool is a non-profit organization. Your child's tuition pays the teacher's salaries. We hire our teachers based on the number of children enrolled in the program. Your monthly tuition reserves your child's spot, therefore, we cannot subtract weeks from your tuition if you choose to go on vacation or if your child is temporarily ill. We must pay teachers regardless of the days your child is out or the school is closed due to bad weather, consequently, tuition is the same every month. The preschool will observe the public school calendar.

If you have more than one child attending, your second child will attend with a 20% discount.

### Food:

Due to possible food allergies, please alert your teacher upon registration if your child has any food allergies. A mid-morning snack will be provided to all students. Any parent wishing to assist in the provision of snacks is welcome. No bottles or sippie cups will be permitted. Please personalize everything.

### Parent/Teacher Conferences/ Progress Reports:

Conferences with the child's teacher are an important and necessary means of knowing the progress of your child's development and learning. Called conferences will be on an as needed basis at the request of teacher or parent.

Newsletter:

Each teacher will send home a monthly newsletter and calendar to parents informing them of scheduled events and educational goals. This newsletter will include field trips, parties, curriculum, etc.

Medication and Health:

No medicine of any kind will be given to the students. If your child becomes sick at school, we will attempt to notify you as soon as possible. Please notify the teacher should your child have any special health care needs or concerns, or contract an infectious or contagious disease. Children are not to attend sick.

School Parties:

We welcome birthday parties or special event parties. We do ask that you schedule this with your teacher in advance, so that she can work her classroom curriculum around this event. Your teacher will inform you at orientation of sign-up times for help with holiday parties.

Discipline:

First United Methodist Preschool has adopted certain rules of Discipline:

1. Respect the rights and privileges of others.
2. Accept responsibility for one's own actions.
3. Abide by the authority of teachers, staff, and adults.
4. Attempt at all times to use good manners.

Good discipline begins in the home. Parents are the child's first teacher. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes. FUMC has set forth certain guidelines in regards to behavior management. We encourage parents to become familiar with these guidelines. Preschool teachers will abide by these guidelines in regards to any student neglecting to abide by their student responsibilities.

1. Verbal warning and discussion of appropriate behavior.
2. Second verbal reprimand and time out (3 minutes for 3's and 4 minutes for 4's)
3. Third verbal reprimand will result in a note home to parents.
4. When all options have been exhausted, behavior management may result in suspension and/or dismissal.

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