

FIRST UNITED METHODIST
SCHOOL and CHILD CARE CENTER
REGISTRATION INFORMATION AND PROCEDURES
2017-2018

Thank you for enrolling your child in the First United Methodist School/Child Care Center for the year 2017 – 2018. We appreciate your confidence in us demonstrated by your placement of your (child)ren in our care. We will guard this trust very carefully as we love and teach your child academics together with spiritual and moral values.

Returning Students

1. Fill out Registration/Enrollment Form
2. Fill out All About Me Form
3. Fill out Emergency Medical Release Form (**must be notarized**).
Notaries are available in the school/child care office.
4. Read pamphlet "Know Your Child's Day Care Center".
5. (Read and sign "The Flu – A Guide for Parents".
6. Read and sign Pledge of Support statement.
7. Read and sign Policy & Financial Agreement Form.
8. Read and sign Photo/Video Release Form.
9. Immunization and Physical forms must be current & on file.

New Students

1. Fill out Registration/Enrollment Form
2. Fill out All About Me Form
3. Fill out Emergency Medical Release Form (**must be notarized**).
Notaries are available in the school/child care office.
4. Read and sign Pledge of Support statement.
5. Read and sign Policy Financial Agreement Form.
6. Read and sign Photo/Video Release Form.
7. Read and sign the parent letter for Ages & Stages.
8. Read pamphlet "Know Your Child's Day Care Center" and sign form Read and sign "The Flu – A Guide for Parents".
9. Submit copy of birth certificate; due by June 1st.
10. Turn in FL Dept. Of Health Immunization record and Physical Form **by June 1st or child will not be admitted to school.**
11. Complete background screening form to attend any field trips or classroom activities. Cost is \$20.00.

Financial Information

1. The registration and book/supply/technology/lab fees are **non-refundable & non transferable**. Registration fee must be paid at the time of registration. **Book/supply fee must be paid by June 1.** Book/Supply/technology/lab fee is late after June 5 and a late fee is assessed.
2. Preschool and Child Care tuition/fees are a **weekly** charge which is due each **Monday. It is considered late, and a \$15.00 late fee per child will be added if not paid by 9:00 a.m. on Wednesday.** Please make checks payable to **FUMCCC. All fees are due regardless of attendance.**
3. There is a 10% tuition discount for First United Methodist Church of Kissimmee members in good standing and a 10% tuition discount for those who have more than one child enrolled. Combined maximum discount of 15% if both of the preceding criteria are applicable.

General Information

1. School hours for **preschool** are 8:30 a.m. to 11:30 a.m. Classrooms open at 8:20 a.m.

2. Child Care programs consists of: Infants, 1yr. olds, 2 yr. olds, 2-day 2-year-olds TU/TH, 3-day 3-year-olds M/W/F; 5-day 3-year-olds; 5-day 4-year-olds a.m.; 5 day 4 year-olds p.m (We will need at least 4 children enrolled to open class).; **Students must attain the appropriate age on or before September 1st for the registered class/grade. There are no exceptions to this policy.**
4. **Utilizing the advice of staff, only administration assigns class lists.**
5. Parent/Student handbooks are provided at the beginning of each school year via email or on our website. Although not inclusive of every policy, the handbook contains information regarding school/child care policies and procedures. We will send home a form to sign that acknowledges receipt of the handbook and must be signed and returned.
6. **All preschoolers MUST be toilet trained. No pull-ups or diapers.**

Child Care Center offers the following extended day programs:

1. Before/After School Care (K-8th) 6:30 a.m. to 6 p.m.
2. Before/After Extended Care (Preschool 3 & 4) 6:30 a.m. to 6 p.m.
3. School Buddies (Preschool 2, 3 & 4) 11:30 a.m. to 3:00 p.m.