

FIRST UNITED METHODIST SCHOOL
REGISTRATION INFORMATION AND PROCEDURES
2018 - 2019

Thank you for enrolling your child in the First United Methodist School for the year 2018 – 2019. 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 card (front & back).
2. Fill out Emergency Medical Release Form **(must be notarized)**.
Notaries are available in the school office.
3. Read and sign Pledge of Support statement.
4. Read and sign Financial Agreement Form.
5. Read and sign PE Form.
6. Read and sign Photo/Video Release Form and Acceptable Use Policy.
7. Immunization and Physical forms must be current.
8. Placement test for Kindergarten. (entering kindergarten students only)

New Students

1. Fill out Registration Card (front & back).
2. Fill out Emergency Medical Release Form **(must be notarized)**.
Notaries are available in the school.
3. Read and sign Pledge of Support statement.
4. Read and sign Financial Agreement Form.
5. Read and sign Record Release Form **(Grades 1-8 only)**.
6. Read and sign PE Form.
7. Read and sign Photo/Video Release Form.
8. Read and sign Acceptable Use Policy (PK 4, elem., & middle school only).
9. Submit copy of birth certificate; due on the day of registration.
10. Turn in FL Dept. Of Health Immunization record and Physical Form **by June 1 or child will not be admitted to school.**
11. Submit copy of report cards and any previous school test results such as FCAT, SAT, for all 1st – 8th Grades. Registration is not complete until this information can be reviewed and approved.
12. Placement test for K – 8th Grades. A non-refundable \$50.00 testing fee is charged for all new students in K – 8th Grades. Registration is not complete until this testing takes place and student is academically approved.
13. Personal interview of parents and students with the principal. Registration is not complete until interview is accomplished.
14. 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/technology/lab fee must be paid by June 1 for the upcoming school year and** is late after June 5 with a late fee assessed.
2. School tuition is an **annual** fee which may be paid in 10 equal payments. In the 10-month plan, the first of the ten tuition payments is due on or before August 1, 2018. Payment is due the 1st of each month thereafter through May 1, 2019, If the annual tuition is paid in full no later than August 1, there is a 2% discount. **All payments are due by the 1st of the month, even if school is not in session on the 1st. Payments are considered late after the 5th of the month. A \$20 late fee per child per month will be assessed to late payments, arriving between the 5th and the 15th of the month.**

3. **After the 15th of the month, an additional \$10 will be assessed for a total of \$30 in late fees per child per month.** Please make checks payable to **FUMS**.
4. 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 **K – 8th grades** are 8:20 a.m. to 3:00 p.m. Classrooms open at 8:00 a.m.
2. **Students must attain the appropriate age on or before September 1st for the registered class/grade.**
3. **Utilizing the advice of staff, only administration assigns class lists.** No special requests will be taken.
4. First United Methodist School (K-8th) has adopted standardized mix-and-match school attire purchased through Sir Walter Uniforms only. (See information attached). Clothing or uniforms purchased through other suppliers are not acceptable, except in the case of the modified dress code for middle school. (See Parent/Student handbook for details).
5. .Parent/Student handbooks are provided at the beginning of each school year. Although not inclusive of every policy, the handbook contains information regarding school/child care policies and procedures. The handbook's inserted sheet acknowledges receipt of the handbook and must be signed and returned. The new school year's handbook can be reviewed online by July before the next school year.