



giving the Spirit room to  
**New Covenant**  
United Methodist Church  
• **Preschool** •

# 2017 - 2018 Registration Form

704.827.4468 \* [preschool@newcovenantumc.org](mailto:preschool@newcovenantumc.org)

Dear Parent,

Thank you so much for your interest in New Covenant United Methodist Church Preschool! We are blessed that you are allowing us the opportunity to work with your child and family. Please take a few minutes to review and complete this registration packet.

We know preschool registration comes early in the year and that plans may change before the school year starts. To offer all our families the best experience possible, **registration fees are nonrefundable regardless of school choice, vacation plans, illness, etc.** If you are placed on our wait-list, we will hold your check until a spot becomes available; if no space is available by the start of school or if your plans change before a spot becomes available, your check will be returned to you.

If you have any questions, please contact Angie Bass, Director, at [preschool@newcovenantumc.org](mailto:preschool@newcovenantumc.org) or call 704.827.4468. Preschool tours will be given T/W/TH 9:00am-11:00am or by appointment. **Prospective families are encouraged to bring their children on their tours.**

## How To Register

Return the completed registration forms with your non-refundable registration fee (first child enrolled from a family is \$75.00; additional children are \$50.00 each) to the church office or mail them to: **New Covenant UMC, Attn: Preschool, 14514 Lucia-Riverbend Hwy., Mount Holly, NC 28120.** Space is available on a first-come, first-serve basis. We will contact you within 2 weeks of receipt to let you know if a space is available or to give you a wait list number.

## Important Notes

- We generally follow the North Carolina guidelines for appropriate Kindergarten placement (cutoff date of August 31<sup>st</sup>). Children will be assigned to a class at the first of the school year and will remain in that class for the entire year. We reserve the right to combine age groups if our numbers require it; we also reserve the right to move a student to a class that better fits his/her needs, after a discussing with parents and teachers, if deemed necessary.
- Classes for the 2017-2018 school year will begin on **Wednesday, September 6, 2017** (Wednesday after Labor Day) and end **Thursday, May 24, 2018** (Thursday before Memorial Day).
- Information such as teacher assignment, drop-off and pick-up times, and policies and procedures will be emailed to each registered family by **mid-August**. You will also receive a printed copy of our Parent Handbook at **Meet the Teacher Night**, on **Tuesday, September 5th at 6:30pm**.
- Class times are 8:30am—12:00pm.
- **The first month's tuition is due by Thursday, September 7th, 2017 (first week of school).** A \$25 fee will be assessed for any payments more than one week late and any returned checks. **Beginning with October, each month's tuition payment is due by the 1st of each month.** Payments can be made by cash, check or money orders.
- We are an "allergy conscious" facility and will handle allergies on a case-by-case basis.

# **2017 - 2018**

## **REGISTRATION AND TUITION INFORMATION**

### **Registration Information**

- The annual registration fee covers student and classroom supplies, insurance needs, etc.
- The registration fee for the first child enrolled from a family is \$75.00; additional children are \$50.00 each.
- The registration fee must be paid at the time of registration. Space will be reserved for your child when we have received the completed registration form and fee.
- **Registration fees are NONREFUNDABLE.**

### **Tuition Refunds and Cancellation Policy**

- We ask that a parent give 30 days written and paid notice before canceling a child's spot.
- If you cancel your child's spot after the first day of classes, the first month's tuition cannot be refunded.

## **Monthly Preschool Tuition (September 2017 — May 2018)**

<i>DAYS PER WEEK</i>	<i>MONTHLY TUITION</i>
<b>Hours: 8:30am-12:00pm</b>	
<b>1 Year Olds</b>	
2 (W/Th)	\$125.00
3 (T/W/Th)	\$185.00
<b>2 Year Olds</b>	
2 (W/Th)	\$125.00
3 (T/W/Th)	\$185.00
<b>3 Year Olds</b>	
3 (T/W/Th)	\$165.00
4 (M-TH)	\$200.00
<b>4/5 Year Olds</b>	
3 (T/W/Th)	\$165.00
4 (M-TH)	\$200.00

**Sibling Discount — \$10 less/month** (each additional sibling enrolled)

We follow the North Carolina guidelines for Kindergarten placement.  
The cut-off date is August 31, 2017.

**Monthly tuition is based on the number of weeks we attend preschool,  
divided into nine equal payments.**

# 2017 - 2018 New Covenant UMC Preschool Registration Form

*Please complete a separate form for each child.*

Spots are available on a first-come, first-serve basis. If space is available, a spot will be reserved for your child when this form AND registration fee are both received.

**Child's Name**

Preferred Name

Date of Birth

**Age Group** (Based on age as of August 31, 2017)

**Please circle:**

1 year old

2 years old

3 years old

4/5 years old

2 or 3 days

2 or 3 days

3 or 4 days

3 or 4 days

Name(s) and Age(s) of Siblings who will also be enrolled this year:

Are there health conditions or special circumstances we should know about, such as allergies or therapies ?

Family/Guardian Address

Best contact #

**Email (REQUIRED)**

**Mother's Name**

Mobile #

Work/Other

**Father's Name**

Mobile #

Work/Other

**Guardian**, if child not living in home of parent(s),

Mobile #

Work /Other

***For office use only***

Date Registration Received

Paid (Cash or Check #)

Waitlist #

Parent/  
Guardian  
Signature

Date