

**LUMC PRESCHOOL/CDO REGISTRATION INFORMATION
FOR FAMILIES NEW TO OUR PROGRAM
2019-2020**

Registration for fall 2019 for families new to LUMC Preschool/CDO will start Thursday, January 31, at 9:30, in the Preschool building. Registration will be ongoing until all the spots in our school are full.

If Shawnee Mission schools are closed on January 31 due to inclement weather, registration will be held on the next day Shawnee Mission schools are open.

Attached you will find a registration form. **EACH CHILD YOU ARE REGISTERING NEEDS THEIR OWN FORM.** You may write one check for multiple children in a family. Checks should be made payable to **LUMC Preschool/CDO**.

The Registration Fee is \$150 and includes supply and activity fees for the school year. (Registration fee for each additional child in a family is \$115.) This payment and registration form secure your child's spot in our school for this fall. **The registration fee is NON-REFUNDABLE. September tuition is due by June 15. We will relinquish any child's spot whose fees have not been paid by June 15.** Reminder notes will be mailed in May.

Once a child attends our program, they will have a spot in our program the following year.

Information you may want to record for your files:

Our school phone # is – (913) 888-6300

Our school address is – 9138 Caenen Lake Road
Lenexa, KS 66215

To email: lori.campbell@lenexaumc.org

Thank you for choosing to be a part of the LUMC Preschool/CDO family. We are looking forward to getting acquainted with your family and providing an outstanding early education to your little learner! 😊

Some additional information for you to consider as you register for fall:

- 1. Please be sure to let Ms. Lori know if the child you are enrolling has a food allergy or any special needs, including physical, emotional, or behavioral upon registration. Knowing this kind of information at registration is EXTREMELY important for us to design the best environment and classes for all children.**
2. Waiting lists will be started if specific classes close at registration.
3. We reserve the right to cancel a class due to insufficient enrollment, which is a rare occurrence at LUMC.
4. If your child develops a serious food allergy over the summer, please inform us immediately, as this is a crucial part of preschool class placement.
5. Please keep the office informed of any change of address, email, ph. #, etc. **AS SOON** as you are aware of them so we can keep files current and ensure you receive important summer communication.
6. All children enrolling in Preschool or Fantastic Fridays **MUST** be potty-trained. If your child has not reached this accomplishment by the time school starts you may (A) continue to hold their spot while paying tuition until potty training is achieved, or (B) relinquish the spot prior to June 15, and go on the wait list.

CLASS PLACEMENT

Our staff cares a great deal about every child. We put forth significant time and thought into assembling well-rounded classes that offer the best possible learning environment. Therefore, **we do not accept requests for a child to be put in class with a friend, or specific teacher requests.** If there are special circumstances you wish to have considered, or your child has a food allergy, please talk with Ms. Lori before summer break. Otherwise, please trust us to place your child in a class where he or she will flourish.

ENROLLMENT FORMS

Our three necessary enrollment forms can be downloaded from our web site at <http://lenexaumc.org> and need to be returned to the school by **June 15**. *Form B* requires notarization and *Form C* requires a physician signature.

LUMC PRESCHOOL/CDO REGISTRATION INFORMATION

ADMISSION POLICY

Admission policies are nondiscriminatory in race, color, religion, national origin, ancestry, sex, or physical handicap. Each child must be able to function in a group setting. LUMC Preschool/CDO reserves the right to dismiss a student at anytime who presents special circumstances that our staff is not equipped to handle, and/or to protect the rights of the total class. All class placement decisions will be handled by the discretion of the LUMC Preschool/CDO Director.

TRANSITIONAL KINDERGARTEN CLASS

The T-K program at LUMC is designed specifically for children who are age eligible for kindergarten but would benefit from an additional year of growth. The program provides a fun curriculum with reinforcements for kindergarten preparation in a small, nurturing environment. Each class has ten children. The adult to child ratio is 1 to 10.

CLASS TIMES:

Morning Pre-K	Monday – Thursday	9:00 – 11:30 AM
Afternoon Pre-K	Monday – Thursday	12:15 – 2:45 PM

Enrichment is available as an option to extend your child's day by three hours and is open to T-K on Monday or Wednesday.

Pre-K

Our Pre-K preschool program has a focus on making learning FUN and kindergarten readiness for students. Our class size is 12. Our ratio is 2 teachers to 12 children. Children must be 4 years old by August 31. This program is designed for children who will attend kindergarten in 2020.

CLASS TIMES:

Morning Pre-K	Mon., Wed., Fri.	9:00 – 11:30 AM
Afternoon Pre-K	Mon., Wed., Fri.	12:15 – 2:45 PM

3-YEAR-OLD PRESCHOOL

Our 3-year-old preschool program has a focus on the development of social skills, self-help skills, critical thinking, and readiness skills. Children must be 3- years-old by August 31. Additionally, all children **MUST** be potty trained. Each class size is 10. Our ratio is 2 teachers to 10 children. This class is designed for children who will attend kindergarten in 2021.

CLASS TIMES:

Morning 3-yr.-old preschool	Tues. & Thurs.	9:15 – 11:30 AM
Afternoon 3-yr.-old preschool	Tues. & Thurs.	12:15 - 2:30 PM

*** At our school, “potty trained” is defined as wearing underwear every day, being able to independently use the toilet and take care of personal hygiene needs with limited supervision or assistance.**

ENRICHMENT

Enrichment classes are offered for preschool and T-K students as an option at an additional cost per month. This program extends the child's day by three hours. Morning enrichment classes run from 9:30 AM to 12:15 PM. Afternoon enrichment classes run from 11:30 AM to 2:30 PM. In our Enrichment classes children will enjoy structured hands-on educational activities with the Enrichment teachers and play time with friends. Each child brings a lunch and enjoys "lunch bunch" from 11:30-12:15.

CHILDREN'S DAY OUT

Children's Day Out provides children the opportunity for socialization and structured educational activities in a small, nurturing environment with caring and experienced staff. Our theme related curriculum is both fun and stimulating and designed to encourage a sense of wonder in our littlest learners. Our CDO ratios are EXCEPTIONAL! There are eight children in each class with two teachers.

LUMC CDO programs are as follows:

Toddler Room - Ages: 15 mos. – 2 ½

Children's birthday **MUST be on or prior to June 1, 2018,** in order to register for this room for the fall of 2019. Toddler CDO operates **Monday through Friday, from 9:15 AM to 12:45 PM, with the opportunity to extend the day until 2:30.** Parents select one day at registration, and children attend that same day throughout the school year. Children must be walking. Children will need to sleep or rest quietly in their cribs during nap time if you choose to extend.

2 ½ - 3 ½ Year-Old Room - Children's birthday **MUST be on or prior to March 1, 2017,** in order to register for this room for the fall of 2019. CDO is available in this room **Monday through Friday, from 9:15 AM to 12:45 PM, with the opportunity to extend the day until 2:30.** Children will have a rest time on cots if you choose to extend. Parents select one or two days at registration with children attending the same day/days throughout the school year.

Fantastic Fridays- Children must be 3-years-old by August 31 and potty trained. This class is designed for 3 and 4-year-olds and will focus on readiness skills, social skills, creativity, and FUN through a theme-related curriculum. There can be up to 10 children in this class. Classes are on **Fridays from 9:30-1:00.**

LUMC PRESCHOOL/CDO TUITION FEES 2019-2020 SCHOOL YEAR

LUMC Preschool/CDO is a non-profit early childhood education program. Our staff is committed to providing a warm, loving environment and excellence in early childhood education. Tuition is based on the total cost of each student in the program and is the required amount to keep the **LOW** student to teacher ratios that our parents love, and children thrive in here at LUMC. Tuition is broken down into nine equal payments for our parent's convenience. Please plan on there being a different number of attendance days in each month.

Monthly tuition payments are due by the 1st of each month, Oct. – May. September tuition payment is due by June 15 and is non-refundable. Multiple payment options will be available for the 2019-20 school year.

Tuition for the 2019-2020 school year is as follows:

Transitional Kindergarten -	\$203.00 month \$150.00 registration fee for the year
Pre-K -	\$174.00 month \$150.00 registration fee for the year
3-Yr-Old Preschool -	\$147.00 month \$150.00 registration fee for the year

Enrichment Fees

Enrichment fees are divided in to nine equal payments and are prorated based on the total number of attendance days in a school year. There will be a different number of attendance days each month. Monthly tuition fees for Enrichment classes according to which day you choose are:

Monday	- \$81.00
Tuesday	- \$92.00
Wednesday	- \$87.00
Thursday	- \$87.00
Friday	- \$81.00

Enrichment students will pay a yearly \$25 supply fee for day enrolled.

LUMC Preschool is a non- profit Christian school devoted to excellence in early childhood education. Research shows that Our LOW student/teacher ratios of 10 to 2 in 3-year-olds and T-K and 12 to 2 in Pre-K are a proven factor in quality in early childhood education. The hands-on experiential curriculum we use is research based and allows us to meet each child's individual needs. Thanks for choosing LUMC Preschool. You will be glad you did! 😊

Children's Day Out

CDO fees are determined by the total cost of each child in CDO and divided into nine equal payments. There are more attendance days for some days of the week than others, so each day has a fee prorated based on the total number of attendance days offered during the school year. There will be a different number of attendance days each month. Monthly tuition for CDO classes according to which day you choose are:

(9:15 a.m. -12:45 p.m.)		(12:45 p.m. -2:30 p.m.)
		<u>Optional Extended Day</u>
Monday	- \$99.00	\$43.00
Tuesday	- \$110.00	\$47.00
Wednesday	- \$106.00	\$45.00
Thursday	- \$106.00	\$45.00
Friday	- \$99.00	\$43.00
Fantastic Fridays	- \$99.00	(9:30 a.m. – 1:00 p.m.)

Additionally, all CDO children pay a \$150.00 registration fee yearly to help cover the cost of paint, glue, glitter makers, crayons, paper, special projects, parent gifts, enrichment speakers or guests, and the office work it takes to keep parents informed and files updated and intact. Registration Fees are NON-REFUNDABLE and are required to secure a spot in our program.

Students enrolling in a 2nd day of Older 2's/Younger 3's or Fantastic Fridays as an additional school day will pay an added \$25.00 supply fee for the school year.

LUMC Preschool/CDO is a non-profit school devoted to excellence in early childhood education. **Our student to teacher ratios of 8 to 2 is outstanding and unparalleled in the metropolitan area.** We strive to keep our fees reasonable while offering a superior value in stellar Christian Preschool Education.

REGISTRATION FORM For 2019-2020

LUMC Preschool/CDO
9138 Caenen Lake Road • Lenexa, Kansas 66215
913-888-6300
www.lenexaumc.org

Please **PRINT** All Information:

Child's Name _____
(first) (last) / (Name you want your child to be called at school)

Sex _____ Birthdate _____ Age on Sept. 1, 2019 _____

Address _____ City _____ Zip Code _____

Primary Phone _____ Both Parents or Guardians Names _____

Email Address _____ Food allergies, developmental or behavioral concerns _____

Additional Information _____

<p>Transitional Kindergarten (M-Th) (5 by Aug. 31) check one: \$203/mo. AM _____ (9:00-11:30) \$203/mo. PM _____ (12:15-2:45) Plus.... \$150.00 Registration Fee _____ optional Enrichment \$81/mo. Monday _____ \$87/mo. Wednesday _____ Plus...\$25/yr. Enrich. Supply Fee per day _____</p>	<p>Children's Day Out All CDO classes pay: \$150.00 Registration Fee</p> <p>Toddlers (B-day prior to 6/1/18); *Choose 1 day.</p> <table border="0"> <tr> <td>Check only one (9:15-12:45)</td> <td>Opt. Extended Day (12:45- 2:30)</td> <td>TOTAL</td> </tr> <tr> <td>\$99/mo. Mon. _____</td> <td>\$43/mo. Mon. _____</td> <td>\$142</td> </tr> <tr> <td>\$110/mo. Tues. _____</td> <td>\$47/mo. Tues. _____</td> <td>\$157</td> </tr> <tr> <td>\$106/mo. Wed. _____</td> <td>\$45/mo. Wed. _____</td> <td>\$151</td> </tr> <tr> <td>\$106/mo. Thurs. _____</td> <td>\$45/mo. Thurs. _____</td> <td>\$151</td> </tr> <tr> <td>\$99/mo. Fri. _____</td> <td>\$43/mo. Fri. _____</td> <td>\$142</td> </tr> </table> <p>Older 2's & Young 3's (B-day prior to 3/1/17). *Choose 1 or 2 days.</p> <table border="0"> <tr> <td>Check 1 or 2 (9:15-12:45)</td> <td>Opt. Extended Day (12:45- 2:30)</td> <td>TOTAL</td> </tr> <tr> <td>\$99/mo. Mon. _____</td> <td>\$43/mo. Mon. _____</td> <td>\$142</td> </tr> <tr> <td>\$110/mo. Tues. _____</td> <td>\$47/mo. Tues. _____</td> <td>\$157</td> </tr> <tr> <td>\$106/mo. Wed. _____</td> <td>\$45/mo. Wed. _____</td> <td>\$151</td> </tr> <tr> <td>\$106/mo. Thurs. _____</td> <td>\$45/mo. Thurs. _____</td> <td>\$151</td> </tr> <tr> <td>\$99/mo. Fri. _____</td> <td>\$43/mo. Fri. _____</td> <td>\$142</td> </tr> </table> <p>Plus...\$25/yr. Supply Fee if 2nd day _____</p> <p>Fantastic Fridays (3 -5 yrs.) \$99/mo. Friday only _____ (9:30-1:00) Plus...\$25/yr. Supply Fee if 2nd session _____</p> <p>Registration Fee: \$150.00 for first child; \$115.00 for additional children in family *REGISTRATION FEES ARE NOT REFUNDABLE. Checks payable to... LUMC Preschool/CDO.</p> <p>You may tally fees here: _____ _____ _____ _____</p>	Check only one (9:15-12:45)	Opt. Extended Day (12:45- 2:30)	TOTAL	\$99/mo. Mon. _____	\$43/mo. Mon. _____	\$142	\$110/mo. Tues. _____	\$47/mo. Tues. _____	\$157	\$106/mo. Wed. _____	\$45/mo. Wed. _____	\$151	\$106/mo. Thurs. _____	\$45/mo. Thurs. _____	\$151	\$99/mo. Fri. _____	\$43/mo. Fri. _____	\$142	Check 1 or 2 (9:15-12:45)	Opt. Extended Day (12:45- 2:30)	TOTAL	\$99/mo. Mon. _____	\$43/mo. Mon. _____	\$142	\$110/mo. Tues. _____	\$47/mo. Tues. _____	\$157	\$106/mo. Wed. _____	\$45/mo. Wed. _____	\$151	\$106/mo. Thurs. _____	\$45/mo. Thurs. _____	\$151	\$99/mo. Fri. _____	\$43/mo. Fri. _____	\$142
Check only one (9:15-12:45)	Opt. Extended Day (12:45- 2:30)	TOTAL																																			
\$99/mo. Mon. _____	\$43/mo. Mon. _____	\$142																																			
\$110/mo. Tues. _____	\$47/mo. Tues. _____	\$157																																			
\$106/mo. Wed. _____	\$45/mo. Wed. _____	\$151																																			
\$106/mo. Thurs. _____	\$45/mo. Thurs. _____	\$151																																			
\$99/mo. Fri. _____	\$43/mo. Fri. _____	\$142																																			
Check 1 or 2 (9:15-12:45)	Opt. Extended Day (12:45- 2:30)	TOTAL																																			
\$99/mo. Mon. _____	\$43/mo. Mon. _____	\$142																																			
\$110/mo. Tues. _____	\$47/mo. Tues. _____	\$157																																			
\$106/mo. Wed. _____	\$45/mo. Wed. _____	\$151																																			
\$106/mo. Thurs. _____	\$45/mo. Thurs. _____	\$151																																			
\$99/mo. Fri. _____	\$43/mo. Fri. _____	\$142																																			
<p>Pre-Kindergarten (M,W,F) (4 by Aug. 31) check one: \$174/mo. AM _____ (9:00-11:30) \$174/mo. PM _____ (12:15-2:45) Plus.... \$150.00 Registration Fee _____ optional Enrichment \$81/mo. Monday _____ \$87/mo. Wednesday _____ \$81/mo. Friday _____ Plus...\$25/yr. Enrich. Supply Fee per day _____</p>	<div style="border: 2px solid black; padding: 5px;"> <p>OFFICE USE ONLY:</p> <p>Date _____ Check # _____</p> <p>Registration Fee _____</p> <p>Tuition Payment _____</p> <p>Enrichment Tuition _____</p> <p>Enrichment Supply Fee _____</p> <p>CDO 2nd Day Supply Fee _____</p> <p>Total Payment _____</p> </div>																																				
<p>3-Year-Old Preschool (T,Th) (3 by Aug. 31) check one: \$147/mo. AM _____ (9:15-11:30) \$147/mo. PM _____ (12:15-2:30) Plus.... \$150.00 Registration Fee _____ optional Enrichment \$92/mo. Tuesday _____ \$87/mo. Thursday _____ Plus...\$25/yr. Enrich. Supply Fee per day _____</p>																																					

*You will automatically receive mailings & emails regarding the children's ministries at LUM Church (i.e., Kindermusik, VBS, etc.), unless you check here to **Opt Out.**

September tuition fees are due June 15, 2019.
NO REFUNDS after June 15, 2019.

Lenexa United Methodist Church Preschool/CDO Enrollment Agreement

As parent/guardian of _____, I understand and agree to the following:
(Please PRINT)

1. The registration fee is non-refundable. September tuition is due June 15, 2019, in order to retain my child's spot in the program. September tuition fee is not refundable after June 15.
2. I agree to keep the school informed with updated information about parental contact information, immunization dates, allergy/health information, etc., and acknowledge that I will need to have the state mandated Information Form (A), Emergency Form (B), and Health form (C) on file before my child begins school. These 3 forms are due June 15 and can be downloaded from the preschool website at www.lenexaumc.org.
3. I understand that tuition is due on my child's first school day of each month October – May. I understand that tuition is broken in to 9 equal payments for my convenience, and there will be a different number of attendance days each month. I will be responsible for additional fees for a late tuition payment, late pick-up fee, or returned check fees.
4. I understand that withdrawal from a class requires a 30-day paid written notice. If no notice is provided, I will be charged for a month's tuition.

I also understand that:

- LUMC has my permission to use photographs of my child on their social media. Names will never be posted. **Parents must give the preschool office a signed and dated written note if you want your child excluded from this policy.**
- Students/parents' names, address, email and phone #'s will be shared with other classmate's families on classroom rosters.

Parent Signature: _____

Date: _____