

**LUMC PRESCHOOL/CDO REGISTRATION INFORMATION
FOR FAMILIES NEW TO OUR PROGRAM
2024-2025**

Registration for fall 2024 for families new to LUMC Preschool/CDO will start Tuesday, January 23, at 9:30 AM, via an email link for those families who have requested it. The link will remain live on our website after 9:30 that day. Registration will be ongoing until all the spots in our school are full.

Attached is a registration form so you can see class days/times/tuition costs. This exact information will be on the online registration form. Spaces in each class will be limited as always so it is advisable you register on Jan. 23 to reserve your spot. **If your first choice of class is already full, please be sure to let us know in the comment section you wish to be put on a wait list or need assistance.**

Our Registration Fee is \$135 and includes supply and activity fees for the school year. This payment and registration form secure your child's spot in our school for this fall. **Please be aware - Registration fees ARE NOT REFUNDABLE and are due within FIVE business days of enrolling.**

The online form will give you options for payment: by credit/debit card, deduction from your checking account (both include a 3% fee), or pay later option. If you select pay later, you need to put a check in the mail that day, or drop a check off at school. Please write in the comments section how/when you intend to convey your payment. Securing payment is necessary to reserve your child's spot.

September tuition is due by June 17. We will relinquish any child's spot whose fees have not been paid by June 17. 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: megan.taylor@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. Megan 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. Megan before summer break. Otherwise, please trust us to place your child in a class where he or she will flourish.

ENROLLMENT FORMS

Our four required enrollment forms can be downloaded from our web site at <http://lenexaumc.org> and need to be returned to the school by **June 17**. Please note- 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 any time 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 T-K Monday – Thursday 9:00 – 11:30 AM

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 2024.

CLASS TIMES:

Morning Pre-K Mon., Wed., Fri. 9:00 – 11:30 AM

Afternoon Pre-K Mon., Wed., Thurs. 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 2025.

CLASS TIMES:

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

***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. Afternoon enrichment classes run from 11:30 AM to 2:30 PM. In 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 eats it during "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.(and walking) – 2 ½

Children's birthday **MUST fall between 3-1-2022 and 6-1-2023**, in order to register for this room for the fall of 2023. Toddler CDO operates **Monday through Friday, from 9:15 AM to 12:45 PM, with the opportunity to extend the day until 2:30.**

Toddler parents select one day at registration. 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 **prior to 3/1/2022** in order to register for this room for the fall of 2023. 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 have a rest time on cots if you choose to extend. Parents select one or two days at registration and children attend 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 with two teachers. Classes are on **Fridays from 9:15-12:45.** Children bring their lunch.

LUMC PRESCHOOL/CDO TUITION FEES 2024-2025 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.

Registration Fees are NON-REFUNDABLE and are required to secure a spot in our program. Monthly tuition payments are due by the 1st of each month, Oct.– May. The September payment is due by June 17th and is non-refundable. Multiple payment options will be available for the 2024-25 school year.

Tuition for the 2024-2025 school year is as follows:

Transitional Kindergarten -	\$244.00 month \$135.00 registration fee for the year
Pre-K -	\$210.00 month \$135.00 registration fee for the year
3-Yr-Old Preschool -	\$175.00 month \$135.00 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	- \$95.00
Tuesday	- \$106.00
Wednesday	- \$100.00
Thursday	- \$106.00

Enrichment students will pay a yearly \$30 supply fee for each day enrolled.

LUMC Preschool is a nonprofit 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 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	- \$118.00	\$54.00
Tuesday	- \$125.00	\$58.00
Wednesday	- \$125.00	\$58.00
Thursday	- \$127.00	\$60.00
Friday	- \$122.00	-----

Fantastic Fridays - \$120.00

(9:15 a.m. – 12:45 p.m.)

Additionally, all CDO children pay a \$135.00 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. If a child is in only Fantastic Fridays, they pay a \$135 registration fee.

Students enrolling in a 2nd day of CDO or Fantastic Fridays as an additional day will pay an additional \$30.00 supply fee for the school year.

LUMC Preschool/CDO is a nonprofit 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.

Lenexa United Methodist Church Preschool/CDO Enrollment Agreement

As parent/guardian of _____, I understand and agree to the following:

1. The registration fee is non-refundable and needs to be paid online at time of registration or within 5 business days by cash or check. September tuition is due June 15, 2023, 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), Health form (C) and Field Trip Form (D) on file before my child begins school. These 4 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: _____