

**LUMC PRESCHOOL/CDO  
REGISTRATION PACKET FOR 2025-2026  
For Currently Enrolled/Returning Families**

**Registration for fall 2025 for families that have a child currently enrolled in LUMC Preschool/CDO will begin Tuesday, January 28th, at 9:30 AM.** There will be a spot available next fall for all children currently enrolled in our program and their siblings. Registration will be online, or you can drop forms/check off at the preschool office if you prefer. The **CURRENT** family registration link will be emailed to all school families at 9:30 AM on Tuesday, January 28<sup>th</sup>. You will find a registration form at the end of this packet so you can see class options/times/tuition costs. The exact information will be on the online registration form. Spaces in each class will be limited as always so it is suggested you register on the 28<sup>th</sup> if you have specific needs.

**PLEASE NOTE – Families who have previously been registered in LUMC preschool but are not currently attending will be invited to register on Thursday, January 30<sup>th</sup> starting at 9:30 AM.**

**NEW FAMILY ENROLLMENT**

Registration will be open to the public starting Friday, January 31<sup>st</sup>, at 9:30 AM and will be ongoing until all our spots are filled. Please tell friends or relatives that may be interested in our program. New families will receive the link if they have asked to be included on our email list. Thanks for spreading the word about us. Your enthusiasm for our program and word of mouth advertising keeps our program going strong, our classes full, and tuition prices lower.

Our Registration Fee is \$145 per child and includes supply and activity fees for the school year. This payment guarantees your child's spot in our school for this fall. (If financial hardship makes this difficult at this time, please talk with Ms. Megan).

**Please be aware - Registration fees ARE NOT REFUNDABLE and are due within FIVE business days of enrolling.**

The online form will give you 3 options for registration 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 may put a check in the mail immediately or drop a check off at school. Please write in the comments section how/when you intend for us to receive your payment. Securing your payment is necessary to reserve your child's spot.

**Additional enrollment forms and non-refundable September tuition fees are due by June 17. We will relinquish any child's spot whose fees have not been paid by June 17. Reminder notices will be sent in May.**

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. (put wait list request in the comments section.) You do not pay fees to be on the wait list only.
3. We reserve the right to cancel a class due to insufficient enrollment. (very 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 all our 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 17, and go on the wait list. **\*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. If a child is having frequent accidents, we will need to meet to discuss alternative options.**

### **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.** Your child’s current teachers share information about each child’s temperament and learning style. If there are other 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 should be returned to the school by June 17. We will email a reminder in early May as to what forms are necessary for your returning child this fall. ALL forms will be due in the preschool office by June 17. **Please note - Form C requires a physician signature.**

**Note: ALL STUDENTS NEED NEW MEDICAL FORMS FOR THE 2025-2026 SCHOOL YEAR.**

## 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 2026.

#### **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 2027.

#### **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. 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 3-1-2023 and 6-1-2024**, in order to register for this room for the fall of 2023. Toddler CDO operates **Monday through Thursday, 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 on their cots during nap time if you choose to extend.

**2 ½ - 3 ½ Year-Old Room** - Children's birthday **MUST be before 3-1-23**, 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 2025-2026 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 1<sup>st</sup> of each month, Oct.– May. The September payment is due by June 17<sup>th</sup> and is non-refundable. Multiple payment options will be available for the 2025-26 school year.

**Tuition for the 2025-2026 school year is as follows:**

<b>Transitional Kindergarten -</b>	\$260.00 month \$145.00 registration fee for the year
<b>Pre-K -</b>	\$225.00 month \$145.00 registration fee for the year
<b>3-Yr-Old Preschool -</b>	\$185.00 month \$145.00 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	- \$108.00
Tuesday	- \$108.00
Wednesday	- \$108.00
Thursday	- \$108.00

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

## 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	- \$125.00	\$57.00
Tuesday	- \$133.00	\$61.00
Wednesday	- \$133.00	\$61.00
Thursday	- \$135.00	\$64.00
Friday	- \$129.00	-----

**Fantastic Fridays** - \$127.00

(9:15 a.m. – 12:45 p.m.)

Additionally, all CDO children pay a \$145.00 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 \$145 registration fee.

Students enrolling in a 2<sup>nd</sup> 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.