

*The Pre-School at
Doylestown United Methodist Church*

320 E. Swamp Road
Doylestown, PA 18901
215-345-9775

September 2018 - May 2019

*Pre-School * Kindergarten Readiness * Afternoon Adventures
Growing Into Kindergarten * Discovery
Music, Art and Yoga Enrichment Programs
Time for Twos*

The Doylestown United Methodist Church established the Pre-School in 1968 to serve its members and the community. The program provides many varied experiences designed to meet the developmental, physical, emotional and spiritual needs of each child enrolled in our pre-school. The Pre-School emphasizes a nurturing atmosphere where positive Christian values of concern and respect for self and others are modeled, taught and practiced. We do not discriminate against race, sex or religious beliefs. We believe that each child is special!

An experienced teacher and a highly skilled aide instruct each class. Children are given individual attention and special care, with an 8 to 1 student-teacher ratio. At the same time, they are learning to function as part of a group and are becoming aware of the feelings of others.

Our curriculum explores different topics each year. Each subject is studied through books, songs, games, artwork and field trips. Language and mathematics concepts are incorporated into all aspects of the curriculum. In addition to the classroom environment, the children have use of the playground area, sandbox, riding toys, and gymnasium.

Our Pre-school program is directed toward the development of each individual student. Every child is encouraged to express themselves through artwork, music, creative play, social interaction, and group discussions. The importance of a positive self-image for each child is recognized.



*The Pre-School at
Doylestown United Methodist Church*

September 2018 - May 2019

Monthly tuition

2-Day Preschool Program \$170

This program is for children 3 - 4 years old

** Children must be three years old *and* toilet trained by September 1.

Tuesday & Wednesday or Thursday & Friday 9:00-11:30am

3-Day Kindergarten Readiness \$230

This program is for children 4 - 5 years old

Monday, Tuesday & Wednesday 9:00-11:30am or 12:30-3:00pm

Afternoon Adventures \$175

Companion Enrichment Program to our 3-day Kindergarten Readiness

This program is for children 4 - 5 years old

Tuesday & Wednesday 11:30am - 2:30pm

5-Day Growing Into Kindergarten \$320

Developmental Readiness with Music Enrichment

This program is for children 5 years old

Monday through Friday 9:00-11:30am

Discovery with lunch \$270

Companion Enrichment Program to our 5-day without lunch \$200

or AM Kindergarten

This program is for children 5-6 years old

Monday, Tuesday, Wednesday only 12:30-3:00pm

~~~~~  
**January - May 2019**

*2-Day Preschool Program* \$170

This program is for children 3 - 4 years old

\*\* Children must be three years old *and* toilet trained by January 1.

Thursday & Friday 9:00-11:30am



*The Pre-School at*  
*Doylestown United Methodist Church*  
**2018-2019 Registration Form**

Child's Name: \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Preferred Name to call your child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Cell: Mom: \_\_\_\_\_ Dad: \_\_\_\_\_

Work: Mom: \_\_\_\_\_ Dad: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Are you a member of DUMC? \_\_\_\_\_

Permission for the above information to appear on your child's class list? Yes \_\_\_ No \_\_\_

Are you a member of DUMC? \_\_\_\_\_

Current Pre-School/DUMC Teacher: \_\_\_\_\_

How did you hear of us? \_\_\_\_\_ website friend neighbor our sign

**Check program desired:**

\_\_\_\_\_ 2-Day Program  
 T/W or Th/F (please circle)

\_\_\_\_\_ 2-Day Program – beginning January 2019  
 Thurs/Fri only

\_\_\_\_\_ 3-Day Kindergarten Readiness  
 AM or PM (please circle)

\_\_\_\_\_ Afternoon Adventures  
 T/W only

\_\_\_\_\_ Growing Into Kindergarten

\_\_\_\_\_ Discovery \_\_\_\_\_ + Lunch  
 M/T/W only

Requests \_\_\_\_\_

\*Please Note: All requests are considered. However, not all requests are honored due to factors such as birthdate, gender, etc. Combined requests for a specific teacher and placement with a friend cannot be honored.

Please list any allergies/medical conditions we should be aware of: \_\_\_\_\_

\_\_\_\_\_

*The Pre-School at  
Doylestown United Methodist Church*

September 2018 - May 2019

»» Register early to ensure placement ««

**Due at time of Registration:**

- ◆ Completed Registration Form
- ◆ \$70 Activity Fee / \$40 Activity Fee - for DUMC members
- ◆ \$75 Special Materials Fee additional for Discovery & Afternoon Adventures only
- ◆ May 2019 Tuition Payment Make checks payable to "Pre-School at DUMC"

Mail registration form & fees to:

The Pre-School at DUMC  
320 E. Swamp Road  
Doylestown PA 18901

**PLEASE KEEP THIS INFORMATION FOR YOUR RECORDS:**

Tuition fees are based on our year-long pre-school programs. For your convenience, we offer a payment plan broken down into 9 payments:

Tuition Payment Schedule:

|                           |                                |
|---------------------------|--------------------------------|
| May 2019                  | paid at time of registration   |
| September 2018            | due by September 1, 2018       |
| October 2018 - April 2019 | due on the first of each month |

All refund requests must be made in writing to the Pre-School Directors.

The activity/registration fee is **NON-REFUNDABLE**

\*After June 30<sup>th</sup> tuition will NOT be refunded.

\*\*In the event of an emergency school closing, refunds or make-up days will not be offered.

*For more information or to register your child, please call the school at 215-345-9775.  
Anyone wishing to tour our facility is welcome to do so. Please telephone to arrange a visit.*

**Serving the Community since 1968!**

# *The Pre-School at Doylestown United Methodist Church*

320 East Swamp Road • Doylestown, PA 18901

## **Financial Policy**

2018-2019

**By enrolling your child you agree to abide by the terms listed below:**

Signature required

Child's name \_\_\_\_\_

Signature, parent or guardian \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_

### **TUITION**

- Tuition is comprised of the **YEARLY** cost of your pre-school program, broken down for your convenience into monthly payments.
- Pre-School policy **does not** allow for programs to be pro-rated, therefore tuition is payable in full, regardless of the number of sessions held, number of classes attended, number of holidays, or cancellations due to inclement weather, terrorism, civil disobedience, or acts of God.
- September's tuition is due by September 1, 2018 in order for your child to start the school year.
- May's tuition is pre-paid at time of registration for the school year. This pre-payment reserves your child's placement and allows us to plan for staffing.

### **FEEES**

- A registration fee is charged for each Pre-school, Music, Yoga and Art class. There is only one registration fee per class type per family per school year. Registration fees are **NOT** refundable.
- Music, Yoga and Art registration fees are waived for **PARENTS** who are DUMC members listed in the most current Church directory.
- A fee of \$15.00 will be added to your account for each returned check. All tuition must be paid in cash if two checks are returned during the school year.
- A late fee of \$5.00 will be added to your account for any payment not received by the 10<sup>th</sup> day of the month.

(continued on other side)

# Financial Policy

(continued)

## PAYMENTS

- Billing statements will be mailed monthly. This statement will reflect account activity for the previous 30 days.
- All payments for Pre-school tuition are due on the first day of each month. Session payments for Music, Yoga, Art and Time for Twos are due at the time of registration.
- Tuition payments should be mailed to the school or left in the tuition box in the Preschool office. **DO NOT** leave tuition payments with teachers or aides, or in backpacks and tote bags.
- Parents wishing to obtain a receipt for payment may obtain one from the Preschool office. This is strongly recommended for those parents wishing to pay with cash.
- **Any child who is more than thirty days (30) behind on tuition will not be allowed to attend classes until their account is current.** This includes any arrears, current month's tuition, and pre-registrations.
- Parents agree to reimburse the school for any expenses required by the school to obtain payment on past due accounts, including but not limited to bank fees for returned checks, court costs, and legal fees.
- Progress reports will be withheld for any child whose account is not current.

## CHECK POLICY

By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.

## REFUNDS

- All tuition is refundable up to June 30<sup>th</sup>. After June 30<sup>th</sup> tuition will **NOT** be refunded.
- Registration fees are **NON-REFUNDABLE**.
- All tuition refund requests must be sent **IN WRITING** to the Pre-school Directors.

## DISCOUNTS

- Families with 2 siblings enrolled will receive a 10% discount.
- Families with 3 or more siblings enrolled will receive a 15% discount.