

January 11, 2024

Dear Parents,

Thank you for being part of our FUMC of Gilbert Preschool family!

We provide a unique opportunity for your child to grow socially, emotionally, and academically in a loving Christian environment. Your child will thrive and grow with us! As a currently enrolled preschool family, you are eligible for pre-enrollment for the 2024-2025 school year. Pre-Enrollment begins on January 16, 2024.

Your child is guaranteed a place in the preschool program for the next school year until the pre-enrollment period ends on January 19, 2024. Classes will be filled on a first come, first served basis. Please be flexible with teacher placement. All of our teachers are talented educators who are committed to caring for and teaching young children. We have the utmost confidence in them! The balance of the classroom in terms of boy/girl ratio, academic level, and behavior will ensure that your child has a wonderful year.

Pre-Enrollment Tuesday, January 16th - Friday, January 19th

Open Enrollment Monday, January 22nd

God has created each child with unique abilities, special talents, and individual needs. We believe that each child should be provided an opportunity to develop each of these areas in a Christian environment. Please do not hesitate to contact us if you have any questions!

Blessings,

Lisa DePalma Preschool Director Ellie Koenig Directors Assistant

S	preading God's Love	• • • • • • • • • • • • • • • • • • • •



331 South Cooper Road Gilbert, AZ 85233 480-892-9166

www.gilbertpreschool.com

Registration Packet 2024-2025 School Year

The First United Methodist Church of Gilbert Preschool is committed to providing an academic preschool program that teaches children about Jesus Christ and how they can develop a life-long relationship with Him.

This Preschool admits students of any race, color, national or ethnic origin.

Classes and Tuition

Class	Days a	nd Time	Tuition	Age Requirement
Two Day 3's	T/Th	9:00am-12:00pm	\$3100.00 Annually \$310.00 Monthly	
Three Day 3's	T/W/TH	9:00am-12:00pm	\$3500.00 Annually \$350.00 Monthly	Must be 3 years old by August 31st.
Three Day 3's	M/W/TH	9:00am-12:00pm	\$3500.00 Annually \$350.00 Monthly	Must be 3 years old by August 31st.
PreKindergarten	M/T/W/TH	9:00am-12:00pm	\$3900.00 Annually \$390.00 Monthly	Must be 4 years old by August 31st.
Lunch Bunch	Tuesday and Wednesday	12:00pm-1:30pm	\$210.00 Per Semester	All Students

All Children must be toilet trained by the first day of school.

Registration Fee: \$175.00 Non-Refundable
5% Discount given on annual tuition rate if paid in full by July 15, 2024. 10% Discount given on annual tuition rate for additional children from immediate family. Monthly tuition rates are based on 10 months.
During registration you will need the following:
Completed registration packet.
Copy of immunization records.
Copy of birth certificate.
Name and phone number of your child's Health Care Provider.
Name and phone number of any individuals other than yourself
who are authorized to pick up your child from our facility.
Names of individuals who are <u>not</u> permitted by a parent to remove your
child from our facility.
\$175.00 Non-Refundable Registration Fee. Due at time of Registration includes Tshirt.
he Registration Pocket must be completed by a line of the completed by the complete of the com

The Registration Packet must be completed in full and all enrollment qualifications must be met in order to be considered for enrollment. Obtaining and completing a registration packet does not guarantee your child's enrollment.

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You shall put these words of mine in your heart and soul Teach them to your children, talking about
5 gour chitaren, miking moul
them when you are at home and when you are away, when you lie down and when you rise.
Deuteronomy 11:18-19



331 South Cooper Road Gilbert, AZ 85233 480-892-9166

Date	

2024-2025 Enrollment

Classes and Tuition

Class	Day	s and Time		Tuition	Age Requirement
Two Day 3's	T/Th	9:00am-12:00pm	\$3,100.00	\$310.00 Monthly	Must be 3 years old by August 31st.
Three Day 3's	T/W/Th	9:00am-12:00pm	\$3,500.00	\$350.00 Monthly	Must be 3 years old by August 31st. Must be 3 years old by August 31st.
Three Day 3's	M/W/TH	9:00am-12:00pm	\$3,500.00	\$350.00 Monthly	Must be 3 years old by August 31st.
PreKindergarten	M/T/W/TH	9:00am-12:00pm	\$3,900.00	\$390.00 Monthly	Must be 4 years old by August 31st.

Registration Fee - \$175.00 per child Non-Refundable. Due at time of registration includes school T-shirt. 5% Discount given on annual tuition rate if paid in full by July 15, 2024. 10% Discount given on annual tuition rate for additional children from immediate family. Monthly tuition rates are based on 10 months.

All Children much be	Additional III of the second
3 Year Old Preschool Tuesday and Thursday Tuesday, Wednesday and Thursday Monday, Wednesday and Thursday	e toilet trained by the first day of school. PreKindergarten Monday, Tuesday, Wednesday & Thursday Child T-shirt Size
P	Date of Birth Age Sex
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Cell Phone Email Address Place of Employment	Email Address
Address	- idea of Employment
Work Phone	Work Phone
Child Lives With: Guardian Father	Mother Both Parents
If one parent is sole legal guardian, or court orders are imposed Tuition Tuition Tuition fees may be paid annually or monthly. For your convening Tuition is due on the 15th of each month, starting July 15, 2024 will be assessed a late fee of \$20.00. Return Check Policy There will be a \$25.00 charge on all returned checks. Student Withdrawal Policy	iones the ennuel for in district the con-
A two week written notice is required for the withdrawal of any s Absentee and Vacation Policy	student. All accounts must be paid in full.
No credit or refunds will be given for absences or vacations. Late Pick Up Policy Classes will end promptly. A late fee of \$15.00 will be assessed	for any child picked up 45 minutes of a transfer
	nor any child picked up 15 minutes after the end of class. Its of any race, color, national or ethnic origin.
	edge Lunderstand and agree to all the malicine
Signature	Date received Reg. Paid Tuition Paid Check # Amount Received by
-	

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Emergency Card Procedure

Please fully complete the attached Emergency Card. This record is vital for your child's health and safety. By law, we are required to have this card on file for each child enrolled. Your child will not be admitted without this Emergency Card on file.

Immunization Information

Please attach a photocopy of your child's immunization records.

Telephone Authorization Code

We shall verify any telephone authorization by using the Telephone Authorization Code listed on the students Blue Card.

General/Emergency Information

Please include full name and current phone number.

It is important that we have on file a least <u>Two</u> emergency contacts (other than the Parents). We will ask for a picture I.D. if we are not familiar with the individual picking up your child.

Please list any other persons authorized to pick your child up (car pools, baby-sitter, etc.).

Medical Information

Please sign at each request for parent signatures.

Special attention must be given to the emergency instruction on page one. In case of emergency in which medical attention is required, we will immediately call the first person identified on the Blue Emergency Card. If unable to reach that person, we will contact the second person, etc.

Health Care Provider

Your child's Health Care Provider information, name, address and phone must be listed in full.

Parent Signature

Parent signature is required.





CDC/SGH# or name: <u>CDC</u> #12012

Arizona Department of Health Services Bureau of Child Care Licensing Emergency, Information and Immunization Record Card

Child's Name:		Date Enrolled:	Updated:
Home Address (#,	Street, City, State, Zi	p Code):	Date Disenrolled:
Home Phone:		Date of Birth:	Sex: male female
Parent or Guardian Na	me:	Home Address (#, Street, City, State	, Zip Code):
Cell Phone (optional):		Contact Telephone Number:	
Parent or Guardian Na	me:	Home Address (#, Street, City, State,	, Zip Code):
Cell Phone (optional):		Contact Telephone Number:	
Name:	304.B, at least two co	ntact persons are required.)	contact Telephone Number:
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			Contact Telephone Number:
Name:			Contact Telephone Number:
Name:			Contact Telephone Number:
If Medical care is	s necessary, call:		
Health Care Provider*	Name:		Contact Telephone Number:
*A Health Care I hereby give authorit	Provider is a physic y to any hospital or do	cian, physician assistant or rector to render immediate aid as mi	egistered nurse practitioner. ight be required at the time for his/her health and safety
	In case of inju	ry or sudden illness, idual be called first:	
		OT remove my child from th	ne facility:
Custody papers have	been provided and are	on file at the facility. yes	По
Telephone Autho	rization Code (opti	ional):	

Immunizati (A licensee shall Immunization Re	on Information attach an enrolled child's written immecord card.)	munization record or exemption at	ffidavit to the enroll	ed child's Emergeno	ey, Information and
For informat www.azdhs.go	ion regarding current immus v/phs/immun/index.htm or con	nization requirements go ntact the Arizona Immuniz	to: zation Program	n Office at (602	2)364-3630.
One of	these items must accom	pany the EIIR card at	all times:		
	Copy of current office	ial documented immuniza	ation record att	ached	
	Medical Exemption f	mption form signed by pa orm signed by physician a	arent/guardian	attached	
	Signed Laboratory Pr	oof of Immunity form att	ached	I GIAII ATTACITED	
Notification o	f immunizations needed sent to	o Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
	Updated immunization	ns received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr
If yes, describe Is child usual If yes, list preca	ct to convulsions and what s	nces to be avoided, and the pro	ns need to be ta	if reaction occurs:	No Yes No Yes
Is there any ple taken (hea If yes, list preca	physical condition that we sent trouble, foot problem, heautions:	should be aware of and varing impairment, hernia,	vhat precaution etc.)?	ns should	No Yes
Additional co					
Other special	instructions:				
This Emergency	y Information and Immunizatio	on Record Card is accurate an	nd complete, front	and back and wa	s provided by
Parent/Guardian	PRINTED Name:	SIGNED Name:		DATE:	s provided by.

G:\Forms\Emergency Information and Immunization Record Card (9/18)



Parent Agreement

Please read and sign that you agree to these terms.

I agree to the following:

- 1. Payment of the tuition, either yearly or monthly. It is due on the 15th of each month, starting July 15, 2024. Tuition payments received after the 20th of each month will be charged a late fee of \$20.00.
- 2. There is a \$25.00 charge on all returned checks.
- 3. A two week written notice is required for the withdrawal of any student. All accounts must be paid in full.
- 4. No credit or refunds will be given for absences, vacations or holidays.
- 5. To keep my child home if he or she has any signs of sicknesssee the Health Policy in the Parent Handbook.
- 6. To obtain required immunizations for my child before bringing them to preschool.
- 7. To notify the teacher by email or by phone if my child is to be picked up by someone other than myself.
- 8. To pick up my child promptly at the end of class. A late fee of \$15.00 will be assessed for any child picked up 15 minutes after the class has ended.
- 10. To keep the Blue Emergency Card current and up-to-date.

I have read and understand the First	United Methodist Church of Gilbert
Preschool - Parent Agreement Form.	

Child's Name:	
Parent's Signature:	Date:

2024-2025 School Year

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1" United Methodist Cl	hurch 💭	
Gilbert	Preso	chool

spreading God's love

Open House 5pm - 7pm

July

29 & 30	First Day of School	
August		
6 & 7	Lunch Bunch Starts 14 W	eeks
September	r	
2	Labor Day - No School	
10	Grandparents Day Breakfa	ast
11	Grandparents Day Breakfa	ast
30	Fall Break Starts	
October		
1 - 14	Fall Break - No School	
24	Fall Art Walk	
November		
11	Veteran's Day - No School	l
19 & 20	Last Lunch Bunch of Sem	ester
27 - 29	Thanksgiving Holiday - No	school
December		

Christmas Program
Christmas Break - No school
School Resumes
Lunch bunch starts 14 weeks
MLK Day - No School
Donuts with Dad

repruar	
21	Presidents Day - No Schoo
March	
10 - 21	Spring Break - No School

24	School Resumes
April	
18-21	Easter Break - No School
22 & 23	Last Lunch bunch of semester

May	
6 & 7	Muffins with Mom
15	Last Day of School
15	End Of The Year Program

First United Methodist Church of Gilbert Preschool 480-892-9166

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School Breaks

Special Events

29

30

First & Last Day of School



Student Drop off and Pick up Policy

Teachers will open doors each morning at 8:55am. Preschool classes will end promptly at 12:00pm. A late fee of \$15.00 will be charged for any child picked up 15 minutes after the class has ended.

Please sign attendance sheet at drop off and pick up. Only the names listed on your blue emergency card will be permitted to pick up your child. Before releasing a child to an individual other than a parent, we will require the individual picking up the child to present picture identification.

In accordance with ADHS Office of Child Care Licensing Code Rp-5-303.3, we will not release a child to an individual other than a child's parent or other individual designated in writing by a parent except when the parent is unable to collect the child and authorizes the licensee by telephone to release the child to an individual not so designated. We shall verify the telephone authorization by using the *Telephone Authorization Code* listed on the students Blue Card. The parent must return to us in writing the reason they were not able to pick up the child and the name of the individual who was authorized to pick up the child.

State regulations require that each child be signed in and out daily, with the full first and last name of the authorized person picking up and dropping off the child.

1/11/2024

Tuition Payment Schedule 2024-2025



2024-2025 Tuition Rates

Tuesday and Thursday - 3 year old Class

\$3100 Annually \$310.00 Monthly Monday, Wednesday & Thursday - 3 year old Class

\$3500.00 Annually \$350.00 Monthly

Tuesday, Wednesday & Thursday - 3 year old Class

\$3500.00 Annually \$350.00 Monthly

Monday, Tuesday, Wednesday & Thursday - PreK Class

\$3900.00 Annually \$390.00 Monthly

Registration Fee

\$175.00 Non-Refundable

Payment Options

Tuition fees may be paid annually or monthly. For your convenience, the annual fee is divided into 10 equal monthly payments. Monthly tuition is due on the 15th of each month, starting July 15, 2024. Tuition payments received after the 20th of each month will be charged a late fee of \$20.00

Electronic Funds Transferred

This payment option is available from our website at www.gilbertpreschool.com. There will be a \$25.00 Charge for all NSF and returned items.

D:-----

5% Discount given on annual tuition rate if paid in full by July 15, 2024.

10% Discount given on annual tuition rate for additional children from immediate family.

Monthly Tuition Due Dates:

July 15, 2024 August 15, 2024 September 15, 2024 October 15, 2024 November 15, 2024 December 15, 2025 January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025

Return Check Policy

There will be a \$25.00 charge on all returned checks.

Student Withdrawal Policy

A two week written notice is required for the withdrawal of any student. All accounts must be paid in full.

Absentee, Vacation and Holiday Policy

No credit or refunds will be given for absences, vacations or holidays.

Late Pick up Policy

Preschool classes will end promptly. A late fee of \$20.00 will be assessed for any child picked up 15 minutes after the class has ended.



Tuition Payment Options

Tuition fees may be paid annually or monthly. For your convenience, the annual fee is divided into 10 equal monthly payments. Monthly tuition is due on the 15th of each month, starting July 15, 2024 through April 15, 2025. Please see the attached Tuition Payment Schedule 2024-2025.

CHECK - Make your check payable to FUMCG Preschool. Please note your child's name on the check memo line. Checks may be dropped off at the Church Office or Mailed to First United Methodist Church of Gilbert Preschool – 331 South Cooper Road, Gilbert, AZ 85233.

CASH – Place cash payments in an envelope, label it with your child's name, and give directly to a Preschool Director. You will receive a receipt for all cash payments. Please do not mail cash payments.

Online Payments - Paying Tuition on-line is easy and fast! Students must already be registered and enrolled for the current school year to use this site. Payments online can be made with a credit/debit or bank account using Vanco Services a secure payment service. The link to the online payment service can be found on our web page at www.gilbertpreschool.com.

Please contact the Preschool Office 480-892-9166 with any questions.



STUDENT PHOTO USE POLICY AND AGREEMENT

The First United Methodist Church of Gilbert Preschool adopts the following guidelines when using photography of children in school, including the use of images on classroom projects, school displays, on the school website, and on social media.

- 1. Teachers may take photos of students during the school day and during school events to be used on class or individual projects, including but not limited to newsletters, portfolios and gifts. These photos may include students' faces and names.
- 2. Photos, including faces, may be displayed at school or church events. Student names will not be used.
- 3. Photos of the students may be taken during the school day and during school events to be used on Social Media and/or the website. No faces of the students will be displayed and students will not be identified by name.

Student's Name	
I understand and agree to the policies listed above.	
Parent Signature	Date
I agree to the above policy and give additional permission and the Website. Names will not be used. All social manner of the website.	
Parent Signature	Date



Permission for use of email address

Please list the Email address(es) you would like to use for Preschool Communications.
Students' Name:
Parents' Name:
Email Address(es):
I give permission for this email address to be used for the purpose of Preschool sponsored events, class social opportunities and all Preschool related information.
Parent Signature:
Date:
Communicate in a manner that honors Christ and demonstrates His love for others. Our responsibility to lead the church by example, as followers of Jesus, includes the online social media.
JOIN US ON FACEBOOK: @ FUMC of Gilbert Preschool And Instagram:@gilbertpreschool
Spreading God's Love