



Pikeville United Methodist Church Preschool

"GENESIS KIDS"

"The beginning of a lifelong journey of faith and learning"

107 Main Street - Post Office Box 311 -Pikeville, Kentucky 41502

606.437-7315

www.pikevilleumc.org

PLEASE READ THIS LETTER CAREFULLY

June 2009

Dear Parent(s):

We are happy that you have inquired about our Pikeville United Methodist Preschool. We are proud of the success of our school. For many years we have been serving preschool age children – and their parents.

Enclosed you will find the registration forms and an application for your child. Applications are not considered complete unless accompanied by the **Enrollment Fee** (which is a non-refundable one time fee and is **not the first month tuition**) and a copy of your child's birth certificate. All information must be complete. Please fill out and return the forms to the church office with the \$85.00 (eighty-five dollar) enrollment fee **NO LATER THAN July 15, 2009**. If you cannot have a physical completed by then, please keep the physical form and return the rest of the information. The physical form and immunization record must be received by the first day of school. As there will be a fixed number of pupils in the school, your child's **APPLICATION will be placed on file** according to the **DATE** it is **RECEIVED** in the church office. If you are accepted into our preschool, you have until July 16th to withdraw your application. After that date, you will be responsible for the 1st semester tuition.

Below are some of the policies which we want to bring special attention to:

- ❖ We provide quality childhood development in a Christian environment. In order to comply with our school philosophy, it is important that your child participate in all planned programs and activities.
- ❖ We are accepting 3 (three) year olds. However, the child must be potty trained and be 3 years old by January 1, 2009 to be enrolled in 2009-2010 school year.
- ❖ There will be one class with a minimum of 10 and a maximum of 16 children. Classes meet four days a week – Monday, Tuesday, Wednesday and Thursday – from 8:30 am until 12:00 noon.
- ❖ The first tuition fee of \$130.00 will be due September 1, and fees thereafter will be due on the first of each month. There will be 9 (nine) payments of \$130.00 which does not include the \$85.00 enrollment fee payable with the application. Enrollment fees are non-refundable.

- ❖ Tuition fees are payable in advance each month. A reminder may be sent if tuition is not received on time. **AT THE END OF THE SECOND MONTH OF NON-PAYMENT OF TUITION, THE PRESCHOOL SCHOOL TREASURER WILL SEND A STATEMENT AND/OR WRITE THE PARENTS. IF THERE IS NO RESPONSE, THE TREASURER WILL NOTIFY THE PRESCHOOL COMMITTEE TO TAKE FURTHER ACTION.**

- ❖ Parent(s) **MUST** notify the church Secretary **IN WRITING** if they are moving or taking their child out of school. **PARENTS WILL CONTINUE TO BE ASSESSED TUITION UNTIL SUCH NOTICE IS RECEIVED.** If a student withdraws in the first semester after the first 2 weeks of school, they will still be assessed tuition for the remainder of the semester (4 months tuition which is \$520.00). If a student withdraws in the second semester (January – May), tuition will still be assessed the remainder of the second semester (\$650.00).

The 2009-2010 school year will begin August 17, 2009 and end in May, 2010. Our Preschool vacation days will follow the Pikeville Independent (City) School System Calendar with the only difference being when they are on a “snow schedule” the preschool class will come ½ hour later.

Students who have been accepted by the Preschool Committee will receive an acceptance letter and be invited to an “Open House” held at the opening of the school year.

If you have any questions, call the church office at 437-7315 Monday through Friday 8:30 AM – 4:30 PM.

Please make checks payable to PUMC PRESCHOOL. If you wish to bring cash payment, you must bring exact change. Do NOT mail cash. Address all correspondence to: Pikeville United Methodist Church Preschool, P.O. Box 311, Pikeville, KY 41502.

Thank you,
Preschool Staff
Pikeville United Methodist Preschool