



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

May 2010

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 a preschool application along with registration forms attached. Please fill out and return the forms to the church office **No Later Than June 1, 2010**. 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 August 1, 2010 to withdraw your application. After that date, you will be responsible for the first month's tuition of \$140.00. The following items are to be submitted along with the application sheet:

- 1.) Enrollment fee of \$85.00. Please make checks payable to PUMC Preschool. If you wish to bring cash payment, you must bring **exact change**. We do not keep a cash drawer. Do NOT mail cash. Once a child is accepted into the program, the fee is non-refundable. This is not part of the first month's tuition. An enrollment fee is required to be considered for acceptance.
- 2.) Policy Agreement. Sign the second page of this letter and return. This is required for acceptance.
- 3.) Registration forms. All sheets must be completed. Mark N/A for questions that do not apply.
- 4.) Copy of birth certificate. This is required for acceptance.
- 5.) Current immunization record. You can receive an immunization certificate from your child's doctor. You have until the first day of school to submit this record.
- 6.) Physical Examination Form. Detach and return the physical examination form (to be completed by a physician) to us by the first day of school.

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 ages 3, 4 & 5 (if they are not eligible for kindergarten). However, the child must be potty trained and be 3 years old by January 1, 2010 to be enrolled in 2010-2011 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 \$140.00 will be due September 1, and fees thereafter will be due on the first of each month. There will be 9 payments of \$140.00 (\$1,260 for the year) 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 will send a statement and/or letter. If we do not receive a response, the treasurer will notify the preschool committee to take further action.
- ❖ Parents/guardians **MUST** notify the church **IN WRITING** if they are taking their child out of school. **YOU 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 \$560.00). If a student withdraws in the second semester (January – May), tuition will still be assessed the remainder of the second semester (\$700.00).

The 2010-2011 school year will begin in August 2010 and end in May 2011. Our preschool vacation days will follow the Pikeville Independent (City) School System calendar.

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

If you have any questions, please feel free to call the church office at 437-7315. Normal office hours are Monday through Friday 8:30 AM – 4:30 PM. You may also contact us via email mia@pikevilleumc.org. Address all mail correspondence to: Pikeville United Methodist Church Preschool, P.O. Box 311, Pikeville, KY 41502. We look forward to hearing from you.

Thank you,
 Preschool Staff
 Pikeville United Methodist Preschool

I have read the above letter and agree to all the policies of the school as stated, including fees and tuition.

X _____
 Parent/Guardian Signature

 Date