

January 4, 2011

Dear Parents,

Registration for Discovery Day School (DDS) and Mother's Morning Out (MMO) 2011-2012 classes will be **Monday, January 31, 2011 through Friday, February 4, 2011**. As is our policy, first priority is given to students currently enrolled in one of our preschool programs and to OUUMC church members. Priority registrants must reserve placement by noon on February 4, 2011. Places not reserved by priority registrants will be filled with new students.

To register:

- 1) Complete the **2010-2011 enrollment application**, writing "N/A" for any question which is not applicable.
- 2) Attach an **updated Immunization Form 121** for MMO students and **new** DDS students only. Current DDS students have completed 121 Forms on file.
- 3) Include a **non-refundable \$ 150.00 registration check**. **This check will be deposited only if your child receives placement for the 2011 – 2012 school year. Checks for students on the waiting list will not be deposited.**
- 4) Include an **August, 2011 tuition check for a DDS student (\$160.00 for three days / \$235.00 for five days) or a September, 2010 check (\$155.00) for an MMO student, post-dated for May 1, 2011**. You will be notified in March whether your child has a reserved place for the 2011-2012 school year, or is on the waiting list. August / September tuition checks for students on the waiting list will **not** be deposited. **If your child has a place reserved for fall, 2011 you must notify us no later than noon on Friday, April 29 if your child will not attend. All other August / September tuition checks will be deposited on May 1.**

No packets will be accepted prior to January 31, 2011. If you have a younger child enrolling in MMO for the first time, or if you have an absolute preference for either the five-day three-year-old program or the three-day three-year-old program, you will want to come early the morning of Monday, January 31 and stand in line to turn in your packet directly to me in my office. Spots in these programs will be filled on a first-come, first-served basis and have a history of filling early. All classes are limited by available classroom space and by licensing regulations.

School calendars and teacher assignments will be mailed this summer. As student snacks and supplies are included in the registration fee, students will not receive a supply

list for fall. This year the registration fee includes a class photo for MMO and DDS students, as well as a Discovery Day School field trip t-shirt and school bag. Post-dated checks for the remaining tuition will be due on the first day of school.

Enrollment forms are available in the preschool office and online at www.ouumc.org. As always, if you have any questions regarding registration or anything else, please contact me at 234-3371, or come by my office any weekday morning. I look forward to the opportunity to work together with you as we strive to provide a nurturing and stimulating preschool experience for each of our wonderful OUUMC Preschool Programs students!

Sincerely,

Susan S. Phillips
Director of OUUMC Preschool Programs