

**OUUMC PRESCHOOL PROGRAMS  
GENERAL INFORMATION AND POLICIES  
2012-2013**

**ADMISSIONS POLICY-** Mother's Morning Out (MMO) students must be 18 months or older by September 1, 2012. Discovery Day School (DDS) students must be three or four by September 1, 2012 and toilet-trained. Immunization Form 121 must be submitted at the time of registration along with a completed application, the registration/supply fee and the first month's tuition check. Priority enrollment privileges are given to members of Oxford-University United Methodist Church and to returning students. Any places not reserved by priority registrants will be filled with new applicants.

Registration packets will be accepted beginning Monday, January 30. Only fully completed applications which include the \$150 registration fee, a check for the first month's tuition (post-dated April 25, 2012) and Form 121s will be considered for placement.

Priority registrants must reserve their places by noon on Friday, February 3, after which any openings will be offered to new applicants. Non-priority registrants enrolling new students for MMO / DDS and parents of current students registering a three-year-old who have a definite preference of 3 day/week or 5 day/week (as opposed to either available option) are encouraged to arrive early on January 30 and turn registration packets in directly to the director. All OUUMC Preschool classes are limited by our commitment to small class sizes, available classroom space and state licensing regulations. These programs have a history of filling quite quickly and first consideration is given to parents who arrive early on the first day of registration.

**HOURS** – School begins at 9:00 AM with arrival from 8:45 AM until 9:00 AM. All MMO students and DDS three-year-olds dismiss at 11:45 AM with pickup from 11:45 AM until 12:00 noon. DDS four-year-olds dismiss at 12:00 noon with pickup from 12:00 until 12:15.

**SCHEDULE** – Discovery Day School starts in mid-August while Mother's Morning Out is on Tuesday and Thursday mornings beginning the day after Labor Day. Both programs closely follow the Oxford City Schools calendar for holidays and staff development.

**TUITION** – Mother's Morning Out tuition for 2011-2012 is \$160.00 per month, September through April. Discovery Day School tuition is \$170.00 for three mornings/week and \$245.00 for five mornings/week, August through April. Tuition may be paid with one yearly check, two semester checks, or monthly checks. Monthly tuition checks are post-dated for the first day of each month and due on the first day of school.

**FEE PAYMENT** – The non-refundable registration/supply fee of \$150 covers all snacks, supplies, class photos, DDS Field Trip T-shirt and DDS book bag. The registration check will only be deposited when your child receives placement for the 2012-2013 school year. Checks for students on the waiting list will not be deposited.

Registration also must include an August, 2012 tuition pre-payment check for a DDS student (\$170.00 for three day students / \$245.00 for five day students) or a September, 2012 tuition pre-payment check for an MMO student (\$160.00). These tuition checks must be post-dated for April 25, 2012. You will be notified in mid-March whether your child has a reserved place for the 2012-2013 year or is on the waiting list. August/September tuition checks for students on the waiting list will not be deposited. If you are notified that your child has a place reserved for fall, 2012 you must contact us no later than noon on Wednesday, April 25 if your child will not attend or forfeit your non-refundable tuition prepayment.

*Scholarships and partial scholarships are available. For information on scholarships, please contact the director.*