

**OUUMC PRESCHOOL PROGRAMS  
GENERAL INFORMATION AND POLICIES  
2013-2014**

**ADMISSIONS POLICY-** Mother's Morning Out (MMO) students must be 18 months or older by September 1, 2013. Discovery Day School (DDS) students must be three or four by September 1, 2013 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, February 11. Only fully completed applications which include the \$150.00 registration fee, a check for the first month's tuition (post-dated April 25, 2013) and Form 121s will be considered for placement.

Priority registrants must reserve their places by noon on Friday, February 15, after which any openings will be offered to new applicants.

Non-priority registrants enrolling new students for MMO / DDS and parents of currently enrolled students who will be registering a three-year-old and who have a preference of 3 day/week or 5 day/week (as opposed to either available option) are encouraged to arrive early on February 11 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. Our programs have a history of filling quite quickly and special consideration for new student enrollment and for placing students in the parents' first choice of school days per week 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 2013-2014 is \$165.00 per month, September through April. Discovery Day School tuition is \$175.00 for three mornings/week and \$250.00 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 at your child's open house.

**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 2013-2014 school year. Checks for students on the waiting list will not be deposited.

Registration also must include an August, 2013 tuition pre-payment check for a DDS student (\$175.00 for three day students / \$250.00 for five day students) or a September, 2013 tuition pre-payment check for an MMO student (\$165.00). These tuition checks must be post-dated for April 25, 2013.

You will be notified in mid-March whether your child has a reserved place for the 2013-2014 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, 2013 you must contact the director in writing no later than noon on Thursday, April 25 if your child will not attend or forfeit your non-refundable tuition prepayment. Once deposited, no tuition pre-payment, nor portion thereof, is refundable for any reason should your child not attend DDS / MMO.

*Scholarships are available. Please read the information below and contact the director for more information.*

## **FREQUENTLY ASKED QUESTIONS**

### **1. What does my registration fee cover?**

This fee covers all supplies, snacks, a class photo, DDS tote bags, and DDS T-shirts.

### **2. Where can my friend pick up a registration packet?**

Registration forms and information on tuition, curriculum and philosophy are available online at [www.ouumc.org](http://www.ouumc.org). Click on "Ministries" then "Preschool programs". Families without internet access and a printer may pick up a hard copy in the preschool office.

### **3. Can I bring my child to tour the school before we register?**

Prospective parents are welcome to contact the director for a school tour. Most parents choose to leave their child at home in order to observe and ask their questions without distraction. We do however welcome you to bring your child if that is your preference.

### **4. Do I need to stand in line on February 11 to secure my child's placement?**

All families registering a child not currently enrolled in DDS or MMO are advised to stand in line to have the best chance for placement. OUUMC church members and parents of students currently enrolled in DDS or MMO are advised to stand in line only if they are registering a child 18-24 months old for MMO or for DDS three-year-olds.

### **5. How early do people arrive to stand in line?**

The director arrives at 8:00 AM to begin registration. However, in recent years, parents have begun arriving as early as 5:00 AM, when the church doors are unlocked.

### **6. My friend is also registering a child. Can one of us stand in line to register both of our children?**

Since special consideration is given to those parents who personally arrive to register, no advantage is given to registration forms sent through a third party. The only exception is for those parents who are ill, live out of town or otherwise unable to stand in line, in which case the child's grandparent may stand in for the parent.

### **7. What if we are new to Oxford and don't have a pediatrician, emergency contacts or other required information?**

Complete the enrollment form with a note that you will supply this information in written form to the preschool office no later than August 10, 2013.

**8. What is a Form 121 and how do I get one?**

A Form 121, available from your local pediatrician or the Health Department, is Mississippi's immunization form and required for every school child.

**9. What happens if my child is wait-listed?**

You will be notified by mail and your registration check will not be deposited. Often places become available over the summer, so you may wish to keep your application and check on file. You will want to explore other options in case an opening does not occur.

**10. When will a spot become available if my child is wait-listed?**

Classroom places become available as a child moves or leaves DDS/MMO. Unfortunately, there is no way to predict when, or if, a spot will open.

**11. My child will not fully potty-trained by the start of DDS. Can I get a refund?**

You will not receive a refund for previously deposited fees. As children develop at different rates, it is the responsibility of the parent to determine whether or not a child is ready for preschool. Part of school readiness is bathroom independence. *(MMO children are not required to be potty-trained.)*

**12. If our family moves out of town, can I get a refund?**

Refunds of previously deposited fees and tuition are nonrefundable.

**13. How do I apply for a scholarship?**

Scholarships are for one-half tuition, need-based and for DDS students only. We believe that every three and four-year-old should be able to attend preschool regardless of a family's ability to pay tuition. After you receive notification in mid-March that your child has been accepted for the previous school year, contact the director for scholarship information. All scholarship applications must be received by April 10 to allow time for the scholarship committee to meet prior to the April 25 tuition deposit deadline.

**14. Are multi-child tuition discounts available for siblings?**

As a ministry, not a for-profit business, DDS/MMO fees are based on the actual cost to provide a quality preschool education in a small classroom setting. Therefore, there are need-based scholarships available, but no standing discounts for siblings.

**15. If I am applying for a scholarship do I still have to submit my registration check and tuition check at registration?**

Yes. Parents who apply for scholarships by April 10 will be notified of their scholarship status in time to exchange the April 25 tuition deposit check for a check for 1/2 tuition, if they are awarded a scholarship.