

OUUMC PRESCHOOL PROGRAMS

**A MINISTRY OF
OXFORD-UNIVERSITY UNITED METHODIST CHURCH
424 SOUTH TENTH STREET
662-234-3371**

January 10, 2012

Dear Parents of Current Students,

Registration for Discovery Day School (DDS) and Mother's Morning Out (MMO) 2012-2013 classes will be Monday, January 30, 2012 through Friday, February 3, 2012. As is our policy, first priority is given to your child and all children currently enrolled in one of our preschool programs and to OUUMC church member families. As a priority registrant, you must register to reserve your child's place for 2012-2013 no later than noon on February 3, 2012. Places not reserved by priority registrants will be filled with new applicants.

Every effort will be made to include the younger siblings of our current students who are re-enrolling for 2012-2013. Due to increasing demand for our programs, however, we cannot fully guarantee placement to all siblings of current students. First priority for siblings of current students will be given to parents who register early on Monday, January 30. While we also hope to accommodate siblings of students who have previously graduated from Discovery Day School, our commitment to small class sizes and to our priority registrants sometimes prevent our ability to do so.

To register, all of the following items must be turned in together as one unit:

- 1) A fully completed 2012-2013 enrollment application. Please write "N/A" for any question which is not applicable. State licensing regulations require that every question on the enrollment form be completed.**
- 2) An updated Immunization Form 121 for new MMO and DDS students only. Current students have updated 121 Forms on file.**
- 3) A non-refundable \$150.00 registration / supply fee check. This check will be deposited only if your child receives placement for the 2012 – 2013 school year. Checks for students on the waiting list will not be deposited.**
- 4) A tuition pre-payment deposit check dated April 25, 2012 for the first month of the fall semester. DDS students' tuition deposits will pre-pay August 2012 and MMO students' tuition deposits will pre-pay September 2012.**

**Tuition prepayment deposits (payable to OUUMC Preschool Programs) are:
Discovery Day School - \$170.00 for 3 days / week or \$245 for 5 days/week
Mother Morning Out - \$ 160.00 for 2 days / week**

Parents will be notified by mid-March of their child's reserved place for the 2012-2013 year or placement on our waiting list. If your child has a reserved place and will not attend

in 2012-2013, you must notify the preschool director in writing prior to April 25, 2012 or forfeit your non-refundable tuition pre-payment. August / September tuition checks for students on the waiting list will not be deposited.

As a parent of a current student, you may return your completed packet by placing it in your child's bag, giving it to your child's teacher or delivering it to the preschool office any time between Monday, January 30 and noon on Friday, February 3.

However, if you have a younger child enrolling in MMO or DDS for the first time, or if you have an absolute preference for either the five-day/week, three-year-old program or the three-day/week, three-year-old program, you will want to arrive early the morning of Monday, January 30 and turn in your packet directly to me in my office. All 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.

In an effort to be fair, enrollment applications from priority registrants who stand in line on the morning of Monday, January 30, are given preference for sibling openings in MMO classes and for their three-year-old 3 day / 5 day choice over priority applicants who send in their packets through backpacks or teachers.

Because all of our current MMO Hummingbirds advance directly to our MMO Penguin class, Hummingbird parents do not need to stand in line on January 30 but may bring their packets to school when they bring their children on Tuesday or Thursday. Since both DDS four-year-old classes meet five-mornings/ week, parents of current three-year-olds re-enrolling for four-year-olds also do not need to stand in line. (Any four-year-old registered for three days / week will attend a five- day class only on Monday, Wednesday and Friday.)

Your registration/supply fee includes all snacks and supplies, a class photo, a DDS field trip T-shirt for each DDS student and a DDS school bag for students in their first year of DDS. School calendars and teacher assignments will be mailed in August. Post-dated tuition checks for the remaining months will be due on the first day of school.

Enrollment forms are available in the preschool office and online (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 another year and the opportunity to again work together with you as we strive to provide a nurturing and stimulating preschool experience for each wonderful OUUMC Preschool Programs student!

Sincerely,

**Susan S. Phillips
Director of OUUMC Preschool Programs**