

OUUMC PRESCHOOL PROGRAMS

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

January 10, 2012

Dear Parents of Potential OUUMC 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 students currently enrolled in one of our preschool programs and to OUUMC church member families. Priority registrants must reserve placement for 2012-2013 by noon on February 3, 2012. Places not reserved by priority registrants will be filled with new applicants.

To register a child for the first time, 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 both MMO and DDS students.**
- 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**

You will be notified by mid-March whether your child has a reserved place for the 2012-2013 year or is on our waiting list. If your child has a reserved place but 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.

No enrollment applications for new students will be accepted prior to January 30, 2012. If you have a child enrolling in MMO 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

arrive early on the morning of Monday, January 30 to 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.

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 this summer. Post-dated tuition checks for the remaining months will be due on the first day of school.

Enrollment forms are available both in the preschool office and online at www.ouumc.org.

If you have any questions regarding registration or would like to schedule a visit, please contact me at 234-3371 or come by my office any weekday morning.

I hope to have the opportunity to get to know you and your child in 2012-2013.

Sincerely,

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