

**2017-18 REGISTRATION PROCESS
FOR DISCOVERY DAY SCHOOL AND
FIRST DISCOVERIES**

. Please read the following information carefully as our registration process and dates have changed.

ADMISSIONS POLICY- First Discoveries (FD (formerly MMO) students must be 21 to 35 months old by September 1, 2017. Discovery Day School (DDS) students must be three or four by September 1, 2017 and fully 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. Placement is guaranteed to returning students only, while their siblings and members of Oxford-University United Methodist Church who register on their appointed days have priority placement among new students. Places not reserved by returning students or priority registrants are filled with new applicants.

Parents of currently enrolled DDS or FD students must return completed packets for both their returning students and any siblings on January 30 or 31 between 8:00 AM and noon.

Parents of currently enrolled DDS four-year-olds may also register a younger sibling who will be a new student to DDS/FD between 8:00 AM and noon on either Monday, January 30 or Tuesday, January 31.

Ouumc members enrolling a new student must turn in completed registration packets to the preschool office between 8:00 AM and noon on Monday, February 6.

Parents who are not members of Ouumc and who do not have a student currently registered in DDS or FD, may register a new student for either program between 8:00 AM and noon on Wednesday, February 8.

First Discoveries, held on Tuesday and Thursday mornings, is open to children who will be 21-35 months on September 1, 2017.

Discovery Day School offers the choice of three mornings/week (M-W-F) or five mornings/week for children who will be three years old by September 1, 2017. All DDS four-year-olds attend five mornings/ week.

Only fully completed applications which include the \$175.00 registration fee (dated for the day of registration), a second check for the first month's tuition (post-dated April 10, 2017) and an up-to-date immunization Form 121 will be considered for placement.

Registration packets are available on our website, www.ouumc.org. For more information, please contact Susan Phillips, Director, any weekday morning at 234-3371 or come by the preschool office.

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 so we strongly advise parents to register on their appointed day, rather than later, for the best chance for placement.

HOURS – School begins at 9:00 AM with arrival from 8:45 AM until 9:00 AM. 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.

CALENDAR – *Ouumc's building construction during the summer of 2017 will adjust our 2017-2018 calendar slightly.* Discovery Day School Parent Orientation Night will be at 6:00 PM on Thursday, August 24. Classes will start two weeks later than usual, with our DDS Classroom Visit Day on Tuesday, September 5 and the first full DDS school day on Wednesday, September 6. Two weeks of school will be added in May, 2018 to compensate for our later start.

First Discoveries (formerly “Mother’s Morning Out”) will begin one week later than usual with Parent Orientation Night on Tuesday, August 29 at 6:00. FD Classroom Visit Day will be Tuesday, September 12 and the first full day of FD will be on Thursday, September 14. A week of school will be added in May, 2018 to compensate for the later start date.

TUITION – FD tuition for 2017-18 is \$165.00 per month, September through April. DDS tuition is \$175.00 for three mornings/week and \$250.00 for five mornings/week, September through May. 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 \$175 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 is accepted for the 2017-18 school year. *Checks for students on the waiting list will not be deposited.*

Registration also must include a September, 2017 tuition pre-payment check for a DDS student (\$175.00 for three day students / \$250.00 for five day students) or a September, 2017 tuition pre-payment check for an MMO student (\$165.00). These tuition checks must be post-dated for April 10, 2017.

You will be notified by early March whether your child has a reserved place for the 2017-18 year or is on the waiting list. 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 2017-18 you must contact the director in writing no later than noon on Monday, April 10 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 / FD.

FREQUENTLY ASKED QUESTIONS

1. **What does my registration fee cover?** This fee covers all supplies and snacks for 2017-18, a class photo, a DDS tote bag, and a DDS field trip T-shirt.
2. **Where can I pick up a registration packet?** Registration forms and information on tuition, curriculum and philosophy are available online at www.ouumc.org. Families may also pick up a hard copy in the preschool office or request forms and registration be mailed.
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 plan to arrive before 8:00 on my assigned registration day?** Our goal is to avoid lines and early arrivals by spreading registration “opening days” over four days assigned by program and priority levels rather than one opening day as in past years.
5. **My friend is also registering a child. Can I send my packet with her or drop it off outside of the stated hours?** Parents of potential new students must meet personally with the director to register. Our goal is to know you and your child. New student registration packets sent through the mail or dropped off when the director or assistant director is not in the office will not receive the same consideration as those personally delivered. As we already know our students currently enrolled, parents of returning students may send their packets to school with their child.

6. **What if we are moving to Oxford and don't yet have a pediatrician, local emergency contacts or other required information?** Complete the enrollment form with your current pediatrician and contact information as all questions on the form must be answered for your enrollment application to be considered. Attach a note that you will supply this information over the summer. All parents will receive "Student Information Update" form before the start of school.
7. **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. If your child receives additional immunizations after enrolling, you will need to provide us with the updated form as soon as the immunizations are given.
8. **What happens if my child is wait-listed?** You will be notified by email 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. When an opening occurs for your child, the director will contact you to confirm your wish to register prior to depositing your checks. *You will want to explore other options in case an opening does not occur.*
9. **When will a spot become available if my child is wait-listed?** Classroom places become available as a child moves or leaves DDS/FD. Unfortunately, there is no way to predict when, or if, a spot will open.
10. **My child may not be 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 will be potty-trained and ready for preschool. Part of school readiness is bathroom independence, including wiping and fastening / unfastening clothes. (First Discoveries children are not required to be potty-trained.)
11. **If our family moves out of town, can I get a refund?** Refunds of previously deposited fees and tuition are nonrefundable.
12. **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 early March of acceptance for the upcoming school year, contact the director for scholarship information. All scholarship applications must be received by April 1 to allow time for the scholarship committee to meet prior to the April 10 tuition deposit deadline.
13. **Are multi-child tuition discounts available for siblings?** As a ministry, not a for-profit business, DDS/FD fees are based on the actual cost to provide a quality preschool education, certified teachers and low child-teacher ratios. Need-based scholarships are available, but no standing discounts for siblings.
14. **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 1 will be notified of their scholarship status and exchange the April 10 tuition deposit check for a check for 1/2 tuition, if they are awarded a scholarship. Scholarship students receive 1/2 discount on tuition only. Neither registration fees for snacks and supplies, nor Wonderful Wednesday are discounted.
15. **What is Parent Orientation Night?** In 2017-18, Discovery Day School will replace our "Meet Your Teacher" combined parent meeting / student orientation with Parent Orientation Night for parents only and Classroom Visit Day for students to meet their teachers. *At Parent Orientation Night*, parents will have a brief meeting to receive essential information and ask questions regarding the upcoming school year, turn in paperwork, pay fees, meet the teachers, sign up both to help with class parties and for an appointment time to visit on Classroom Visit Day. *On Classroom Visit Day*, each student will come with a parent or other adult, for an individual appointment to meet their new teachers and become familiar with the classroom.

