

DISCOVERY DAY SCHOOL
424 SOUTH TENTH STREET
OXFORD, MS 38655
662-234-3371

Dear Parents of Discovery Day School Students,

Our school year is quickly approaching!

DDS Parent Orientation Night will be Monday, August 28 at 6:00 PM in the OUUMC gym. Parent Orientation is designed to enhance your child's DDS experience and make your child's transition to the new year easier. We have intentionally planned a time after the work day, so that parents have more childcare options for their young one attending DDS as well as any siblings. ***Children will not attend Parent Orientation night.*** Parent Orientation will last approximately 45 minutes.

Please plan to arrive at the OUUMC gym promptly at 6:00 PM and find your child's class table. Approximately one week prior to Parent Orientation, your child will receive a welcome note from the teacher, which will include your child's room number and class name - Frogs, Monkeys, Pandas, Sunshines or Superstars. DDS teachers and assistants will be at their class tables to greet you and guide you through the orientation paperwork. At the class table, you will turn in tuition checks and the DDS Student Update Form, found in the DDS Parent Handbook (which will be posted online August 1). You will verify your contact information on a class list to be distributed to other parents in your child's class for the purpose of setting play dates and sending birthday party invitations. You will also sign up for your individual appointment time for **DDS Classroom Visit Day** to be held on Tuesday, September 5.

We will quickly follow with a brief, but important group meeting to go over DDS guidelines and changes to the Parent Handbook. You will have the opportunity to ask questions.

After the group meeting, you will complete and turn in the Handbook Signature form which MSDH requires. You may wish to go by your child's classroom so you know where to take your child on Tuesday, September 5. We hope you will make every effort to have at least one parent attend orientation as we believe taking care of the "grown-up" business ahead of time will allow you and your child's teacher to focus on helping your child transition happily to a school setting during Classroom Visit Day.

Please go to our website, www.ouumc.org to prepare for "Parent Orientation Night":

1. ***Print and read the 2017-2018 Discovery Day School Student Handbook*** in its entirety and familiarize yourself with the contents prior to our meeting on August 28. This information will be vital to you and your child throughout the school year. ***Print the handbook and bring it, along with a highlighter, pen and any questions you have regarding handbook information.***

The handbook and Wonderful Wednesday information will be posted online August 1 by our church Communications Director. Please email me at dds@ouumc.org immediately if you do not have access to a computer and printer. If you need a hard copy of the calendar, handbook or other information, we will be happy to mail it to you.

2. Note the ***2017- 2018 OUUMC Preschool Programs school calendar.***
3. Read ***"Wonderful Wednesday Fall 2017". To enroll your child, bring the completed form and check, paper-clipped together, to the August 28 meeting.*** Wonderful Wednesday forms are not accepted prior to the day of the parent meeting.

At the meeting, you will receive important class information including opportunities to volunteer for upcoming parties and events. As DDS August tuition and supply fees were prepaid, please **bring post-dated checks with your child's name on the "For" line of the check, and all checks paper-clipped together, for the remaining eight months of tuition.** Tuition for September through April may be paid in one of three ways:

- 1) One check for the year – One tuition check dated September 1, 2017 (three days/week, three year olds = \$1,400.00; five days/week, three year olds and all four year olds = \$2,000.00)
- 2) Two semester checks – One post-dated for September 1, 2017 and the other dated January 1, 2018 (three days/week, three year olds = \$700.00; five days/week, three year olds and all four year olds = \$1,000.00)
- 3) Eight monthly checks – Each check post-dated for the first day of each month, September through April (three days/week, three year olds = \$175.00; five days/week, three year olds and all four year olds = \$250.00)

Regardless of which payment plan you chose, **all tuition checks for the year are due on or before August 28.** To help our lines move quickly, please have your checks written before you arrive. **All checks throughout the year are payable to "OUUMC Preschool Programs".** If you have two children in DDS, you may combine tuition and put both children's names on the "For" line. Please do NOT combine tuition for a child in DDS with tuition for a child in FD.

Throughout the year, please only use paper clips to attach forms to checks. The bank's check deposit system does not like staples and they are time-consuming for us to remove.

Please write all checks in blue or black ink only as the automated check reader machines do not recognize most other color inks.

Our first regular school day will be Wednesday, September 6. If for any reason your child will **not** attend Discovery Day School this fall, or you will not be able to attend the August 28 orientation day, please contact the office immediately.

If you are notified by phone and/or email that your child's enrollment is not official because we are waiting for you to supply us with information required on your enrollment form and/or an updated, computer-generated Form 121, please remember that you must supply us with the information and/or paperwork no later than Monday, August 28 or risk forfeiting your child's placement to a family on our waiting list.

As always, if you have any questions or concerns, please contact me by email (dds@ouumc.org) or phone (662-234-3371). We look forward to an exciting year working with you to provide a nurturing and enriching preschool experience for your child!

Sincerely,

Susan Schove Phillips, Director
Director of OUUMC Preschool Programs