

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

Dear Parents,

2018-2019 Discovery Day School and First Discoveries (formerly, Mother's Morning Out) registration information is now available . ***Please carefully read the "2018-2019 Registration Process and Frequently Asked Questions"*** .

Parents of **returning** DDS or FD students must return completed registration packets between 8:00 AM and noon on either Monday, January 29 or Tuesday, January 30 to reserve placement for the 2018-19 school year. Registration packets for siblings of returning students and for siblings of students currently enrolled in our four-year-old program may also be returned on these dates.

OUUMC members who do not have a student currently registered in DDS or FD, must register on Monday, February 5 for priority consideration.

Parents who are not OUUMC members and who wish to register a new student for DDS or FD should return registration packets on Wednesday, February 7.

***To register a currently enrolled student for next year, each item listed below must be present in a registration packet and turned into the preschool office on January 29 or January 30 between 8:00 AM and noon.***

***To register a potential new student for next year, each of the items below must be present in a registration packet and the completed packet delivered personally to the director on February 5 for OUUMC members and on February 7 for non-members.***

1. **A fully completed 2018-2019 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 prior to student enrollment.***
- 1) **An updated Immunization Form 121** (for new DDS and FD students only as returning students' 121s are on file)
- 3) **A non-refundable \$175.00 registration / supply fee check** - This check will be deposited only if your child receives placement for the 2018 – 2019 school year. ***Checks for students on the waiting list will not be deposited.***
- 4) **A non-refundable tuition pre-payment deposit check dated April 10, 2018** for the first month of the fall semester. All DDS students prepay August tuition and all FD students pre-pay September tuition to confirm their intention of attending DDS/FD in the fall.

Tuition pre-payment deposits (payable to "OUUMC Preschool Programs") are:

Discovery Day School -	\$175.00 for 3 days/week
	\$250.00 for 5 days/week
First Discoveries -	\$165.00 for 2 days/week

In early March you will be notified by email whether your child has a reserved place for the 2018- 2019 year or is on our waiting list. **If your child has a reserved place but will not attend in 2018-2019, you must notify the preschool director in writing prior to April 10, 2018 or forfeit your non-refundable tuition pre-payment. August /September tuition checks for students on the waiting list will not be deposited.**

Your registration fee covers all snacks and supplies, a class photo, and, for DDS students, a field trip T-shirt and school bag. School calendars and teacher assignments will be mailed in August. Post-dated tuition checks for the remaining months of the school year will be due at Parent Orientation Night.

Enrollment forms are available both in the preschool office and online at **[www.ouumc.org](http://www.ouumc.org)**. If you have any questions regarding registration or would like to schedule a tour of our programs, please contact me at 234-3371 or come by my office any weekday morning.

Sincerely,

Susan S. Phillips  
OUUMC Preschool Programs Director

## **DISCOVERY DAY SCHOOL AND FIRST DISCOVERIES**

### **2018-19 REGISTRATION PROCESS**

**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, 2018. Discovery Day School (DDS) students must be three or four by September 1, 2018 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 over 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 29 or 30 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 29 or Tuesday, January 30.

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 5.

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 7.

First Discoveries, held on Tuesday and Thursday mornings, is open to children who will be 21-35 months on September 1, 2018.

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, 2018. 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, 2018) and an up-to-date immunization Form 121 will be considered for placement.

Registration packets are available on our website, [www.ouumc.org](http://www.ouumc.org). For more information, please contact Susan Phillips, Director, any weekday morning at 234-3371 or come by the preschool office, Room 114, just inside the west entrance to the church.

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. DDS three-year-olds and FD students 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** – Discovery Day School begins in mid-August and closely follows local schools for holidays. First Discoveries begins the first Tuesday in September.

**TUITION** – FD tuition for 2018-19 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 2018-19 school year. *Checks for students on the waiting list will not be deposited.*

Registration also must include an August, 2018 tuition pre-payment check for a DDS student (\$175.00 for three day students / \$250.00 for five day students) or a September, 2018 tuition pre-payment check for an FD student (\$165.00). These tuition checks must be post-dated for April 10, 2018.

You will be notified by early March whether your child has a reserved place for the 2018-19 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 2018-19, 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 prepayment, 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 2018-19, 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](http://www.ouumc.org). Families may also pick up a hard copy in the preschool office or request forms and registration information 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 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 AM 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. We generally find, however, that families who are not re-registering a current student and who are not OUUMC members, arrive earlier than 8:00 AM because limited places are available.
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 before school starts, may I get a refund?** Once deposited, registration fees and tuition are nonrefundable. Please read carefully the Fees Contract on page 3 of the Enrollment form.
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 we do not have 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?** Approximately one week prior to the start of school, Discovery Day School and First Discoveries each host Parent Orientation Night for parents only. Prior to the first day of school, DDS and FD each host a 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.

2018-2019

**OUUMC PRESCHOOL PROGRAMS  
ENROLLMENT APPLICATION**

Office Use Only:  
Application Date \_\_\_\_\_  
R.C. # \_\_\_\_\_ \$ \_\_\_\_\_  
T.C. # \_\_\_\_\_ \$ \_\_\_\_\_  
121 complete / inc. / none  
Notes \_\_\_\_\_  
Registration Complete \_\_\_\_\_  
Accepted \_\_\_\_\_  
Wait-listed \_\_\_\_\_

DISCOVERY DAY SCHOOL ( for children who will be age 3 or age 4 by 9/1/18)

\_\_\_ 3 Year Old ( 3 days/week)      \_\_\_ 3 Year Old ( 5 days/week)      \_\_\_ 4 Year Old (5 days / week)

\_\_\_ FIRST DISCOVERIES (two days / week for children born 9/2/15-12/1/16)

PLEASE PRINT USING BLACK OR DARK BLUE INK

Child's Full Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Preferred Name / Nickname \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Child's Home Address \_\_\_\_\_

With whom does your child primarily reside? \_\_\_\_\_

Names / Ages of Siblings \_\_\_\_\_

Has a sibling attended Discovery Day School? \_\_\_\_\_ First Discoveries? \_\_\_\_\_

Did your child attend school last year? \_\_\_\_\_ If so, which school and how many days per week?

Father's Name \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Employer/ Occupation \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Employer / Occupation \_\_\_\_\_

One primary email address and phone number (to be published on a student address list which other parents may use to contact you for playdates, and for emails from the director and teacher)

Primary E-mail \_\_\_\_\_ Primary Phone \_\_\_\_\_

Church preference / Are you an OUUMC member? \_\_\_\_\_

Does a family member have a talent or hobby which he or she would like to share with the class?

\_\_\_\_\_

What information will help us provide the best possible preschool experience for your child?

\_\_\_\_\_

**EMERGENCY CONTACTS** - Please provide a parent's cell (or other number within Lafayette County) at which school personnel are most likely to reach a parent / guardian if a child becomes ill.

**Primary Contact's Name** \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Two additional Lafayette County residents to contact in emergency: (*Please do NOT list friends or family who live more than 15 minutes from our school*)**

<b>Name</b>	<b>Relationship to Student</b>	<b>Phone</b>
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<b>1.</b> _____	_____	_____
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<b>2.</b> _____	_____	_____
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### **MEDICAL INFORMATION**

*Attach additional sheet if necessary. If your child has an IEP, also attach it to this form.*

**Describe your child's general physical health including, but not limited to, allergies, medical conditions, and surgeries. List all regular or ongoing medications, including Epi-pen, if applicable.**

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**Please describe all physical / mental developmental differences, speech delays, hearing or vision loss, autism, sensory or other conditions with which your child has been diagnosed.**

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**List any services your child is receiving (speech, occupational therapy etc.)**

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**List any food allergies or cultural diet restrictions**\_\_\_\_\_

**I have provided complete information of my child's existing medical conditions / developmental information on this application and pledge to provide the preschool office with any new medical and developmental updates as they occur, during my child's enrollment at OUUMC Preschool Programs.**

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**I understand that in the event medical treatment is required, every reasonable effort will be made to contact me. If I cannot be reached, I give my permission for OUUMC Preschool Programs to obtain emergency medical treatment for my child.**

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Child's Physician** \_\_\_\_\_ **Phone** \_\_\_\_\_

## **OUUMC PRESCHOOL PROGRAMS**

### **FEE CONTRACT**

**I understand that only fully completed enrollment forms which include an Immunization Form 121, the \$175 registration check and the first month's tuition pre-payment check will be considered. Presently enrolled families must be current on all fees before registration or scholarship applications will be considered.**

**Signature\_\_\_\_\_ Date\_\_\_\_\_**

**I understand that by registering my child for DDS or FD, my \$175.00 registration fee will be deposited unless my child is on the waiting list. Once deposited, the registration fee is not refundable for any reason.**

**Signature\_\_\_\_\_ Date\_\_\_\_\_**

**I understand that I will receive notification that my child is either accepted into DDS / FD or on the waiting list by early March. If my child is accepted but will not attend, I must notify the director in writing prior to noon on Tuesday, April 10, 2018 or forfeit my non-refundable tuition pre-payment. Once deposited, neither the tuition pre-payment nor any portion thereof, is refundable for any reason.**

**Signature\_\_\_\_\_ Date\_\_\_\_\_**

**I understand that any DDS OR FD family who does not provide both required checks at registration or whose registration or tuition prepayment check is returned by the bank, forfeits placement and any fees previously paid.**

**Signature\_\_\_\_\_ Date\_\_\_\_\_**

**Should I need to withdraw my child during the school year for any reason, I will give 30 days notice or pay an additional month's tuition.**

**Signature\_\_\_\_\_ Date\_\_\_\_\_**



### PERMISSION TO BE PHOTOGRAPHED

I (do / do not ) give permission for my child to be photographed and / or videotaped for publication in a local newspaper, magazine, or on the preschool page of the church website.

Signature\_\_\_\_\_ Date\_\_\_\_\_

I (do /do not) give permission for my child to be photographed and/ or videotaped during field trips and classroom activities, for the purpose of sharing these photos with parents in my child's class on a dedicated, password-protected website set up by my child's teacher.

Signature\_\_\_\_\_ Date \_\_\_\_\_

### SOCIAL MEDIA POLICY

I understand that for the safety of all students, neither student names, nor photos of field trips, school parties or class activities may be posted on Facebook, Instagram or other social media.

Signature\_\_\_\_\_ Date \_\_\_\_\_

### FIELD TRIP PERMISSION (DDS Only)

I give permission for my child, \_\_\_\_\_, to accompany the class on field trips planned by Discovery Day School. Outings may be neighborhood walks or trips in an authorized vehicle. All field trip procedures will be in accordance with the center's transportation policy and state regulations. Additional permission slips will be sent home prior to individual field trips.

Signature\_\_\_\_\_ Date\_\_\_\_\_

### POTTY TRAINING (DDS Only)

I understand my child must be completely potty-trained and independent with clothing and wiping to start Discovery Day School, and that neither diapers nor pull-ups are allowed. (Potty-training is not required for First Discoveries (MMO) students.)

Signature\_\_\_\_\_ Date \_\_\_\_\_

