

PRESCHOOL REGISTRATION

PLEASANT GROVE UMC PRESCHOOL
4415 PLEASANT GROVE CHURCH ROAD
RALEIGH, NC 27613
919-787-1652



CHECK THE FOLLOWING THAT APPLY

- Currently enrolled _____ days per week
- Sibling of Currently Enrolled Student
- Church Member
- Sibling of Former Student
- Waiting List for Current Year
- General Public
- Number of years your family has had a student at PGUMC Preschool _____
- Would like Summer Camp Information

Referred by _____

Child's Name _____

(Last)

(First)

(Middle)

(Name used)

Male ___ Female ___ DATE OF BIRTH _____ Home Phone _____

Mother's Name _____ E-mail _____ Cell _____

Father's Name _____ E-mail _____ Cell _____

Address _____

(Street)

(City, State)

(Zip Code)

PLEASE PLACE A #1 FOR YOUR FIRST CLASS CHOICE AND A #2 FOR YOUR SECOND.

2 year-old Class

***MUST BE 2 ON AUGUST 31**

- 2 days T/Th
- Would prefer M/W
- 3 days M/W/F
- Would prefer a 4 or 5 day option if one were available.**

3 year-old Class

***MUST BE 3 ON AUGUST 31**

- 2 days T/Th
- 3 days M/W/F
- 4 days M-Th
- 4 days T-F
- 5 days M-F

4 year-old Class

***MUST BE 4 ON AUGUST 31**

- 2 days T/Th
- 3 days M/W/F
- 4 days M-Th
- 4 days T-F
- 5 days M-F

TODDLER CLASS

***MUST BE 18 MONTHS OLD
ON AUGUST 31**

- 2 days T/Th
- Would prefer M/W
- Would prefer _____
- If available**



**A SIGNATURE IS NEEDED ON THE REVERSE SIDE OF THIS FORM BEFORE
REGISTRATION CAN BE PROCESSED**

ENROLLMENT POLICIES

PLEASE READ AND SIGN BELOW

Currently enroll students are guaranteed a place in our preschool if enrollment forms with the appropriate tuition payment attached are received in the preschool office by 1:00 p.m. January 31, 2012.

PGUMC Preschool reserves the right to cancel a class due to insufficient enrollment.

Yearly tuition is based on the total number of days a child attends preschool during the entire school year, September through May. To keep bookkeeping less confusing and consistent, the yearly tuition is divided into **ten (10)** equal payments. **The first payment is due with this registration form and is non-refundable***. The second payment is due **May 15, 2012****, and the eight remaining payments are due the fifteenth (15th) of each month; August 2012 through March 2013. The director will be glad to make payment arrangements if parents prefer to pay quarterly or bi-annually.

2012 – 2013 Tuition Fees

DAYS ATTENDING	YEARLY FEES	MONTHLY PAYMENT
2 Days a week	\$1,960	\$196.00
3 Days a week	\$2,450	\$245.00
4 Days a week	\$3,200	\$320.00
5 Days a week	\$3,550	\$355.00

We are not able to give discounts on the yearly tuition; however, **families will receive a \$25.00 discount per family** on the registration payment when enrolling more than one child in our program.

****The second tuition payment due May 15, 2012 is held as the last tuition payment for the 2012 – 2013 school year.** It must be paid in a timely manner to hold the child's place in the preschool. This tuition payment will only be refunded when a written thirty-day notice of withdrawal from the program is received and current tuition is paid in full. Please note that this payment is not refundable after March 1, 2013

Refund Exceptions:

- (1) The registration fee will be refunded in full if the parents deny the second option offered by the director when the first class choice cannot be honored or a class is cancelled due to low enrollment.
- (2) Eighty percent of the registration fee will be returned if the child moves out of Wake County and the preschool office receives written notice before August 1, 2012. Proof of the relocation address will be needed prior to the refund.

The Preschool office will contact parents if their first class choice cannot be honored. Otherwise, parents can assume their first choice was accepted.

Required Forms:

Notarized emergency information forms, medical forms, a current photo, and an up-to-date immunization record are due in the preschool office by **August 1, 2012**. Children will not be allowed to attend preschool unless these forms are on file in the pre-school office. (This is a Health Department requirement.) The appropriate forms will be sent to you in April. You will also be able to find them on our website: www.pgumc.org

**I have read and understand the above enrollment policies of
Pleasant Grove United Methodist Preschool**

Parent's Signature _____ **Date** _____