

# Heritage United Methodist Preschool

582 Leesville Road  
Lynchburg, VA 24502

434-239-4291

(heritagepreschool@yahoo.com)

## 2020 Registration

Dear Parents/Caregivers,

Preschool registration for 2020 will soon be in progress. Please read the information that follows carefully so that you will understand all of the requirements for the registration process.

- Registration will open to church families on January 27, preschool families on February 3, and to the community on February 10.
- The non-refundable Registration Fee for all programs is \$70 and is due at the time of registration. If you are registering more than one child, only one Registration Fee will be collected.
- By May 1, each family must submit a Registration Security Deposit, in the amount of one month's tuition, for each of their children attending the preschool in the fall. This Registration Security Deposit will take the place of the May 2021 tuition and is non-refundable except in the case of a job-related move or withdrawal for medical reasons. If the Registration Security Deposit is not received by May 1, the child's spot in the preschool will be filled from the waiting list.

If registration of the child takes place between May 1 and July 31, the Registration Security Deposit must be paid within 30 days.

If registration of the child takes place after July 31, NO Registration Security Deposit will be paid, but tuition will be paid in May 2021.

- The first week in August you will receive e-mail notification of your child's teachers for the upcoming year, along with other information pertinent to the opening of school. If you request a specific teacher, please keep in mind that staffing changes can take place in the course of the summer and that we are committed to making the best replacements possible.
- At the time of registration, please submit:
  - 1) Application for Admission, attached - (additional copies available on the website or in preschool office)
  - 2) Enrollment Agreement, attached - (additional copies available on the website or in preschool office)
  - 3) \$70 registration fee
  - 4) Original proof of child's birth for each new student must be presented at the time of registration in order for the registration process to be completed and the child's spot in the preschool reserved. This proof may include any of the following:
    - *An original or certified copy of the birth certificate,*
    - *passport,*
    - *copy of placement agreement or entrustment agreement from a child placing agency (foster care and adoption agencies),*

- record from a public school in Virginia,
- certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented,
- copy of the conferring temporary legal custody or entrustment agreement of a child to an independent foster parent,
- child identification card issued by the Virginia Department of Motor Vehicles,
- notification of birth with a hospital, physician or midwife record,
- birth registration card

5) Commonwealth of Virginia School Entrance Health Form copies available at your pediatrician's office or the preschool office. This must reflect current immunizations or statement from pediatrician stating vaccinations are up-to-date for each student. These forms are available in the preschool office.

*ENROLLMENT WILL NOT BE PROCESSED UNLESS ALL 5 OF THE ABOVE ARE SUBMITTED (POB only needed if child is enrolling for first time)*

When the above items are submitted, you will receive an e-mail registration confirmation.

In the fall of 2020, HUM Preschool will offer the following programs from 9:00 a.m. - 12:00 noon:

2s Program - 2 days (2½ by 9/30/20) M/W or T/Th \$150/month

3s Program - 2 days (3 by 9/30/20) T/Th \$150/month

Pre-K 4s Program - 3 days (4 by 9/30/20) M/W/F  
Kindergarten Readiness Program \$170/month

Pre-K 4s Program - 4 days (4 by 9/30/20) M/T/W/Th  
Kindergarten Readiness Program \$190/month

Pre-K 5s Program - 5 days (4 yrs. 8 mos. by 9/30/20) M/T/W/Th/F \$205/month  
(This program is for the older 4-year-old or 5-year-old who has completed a 4s program and is not ready for kindergarten or the older 4-year-old that is almost 5 years old but is not eligible to enter kindergarten.)

If you have any questions concerning enrollment, you may contact us by phone (434-239-4291) or by e-mail (heritagepreschool@yahoo.com).

# HERITAGE UNITED METHODIST PRESCHOOL

582 Leesville Road

Lynchburg, VA 24502

Website: [heritageumpreschool.com](http://heritageumpreschool.com)

E-mail: [heritagepreschool@yahoo.com](mailto:heritagepreschool@yahoo.com)

## APPLICATION FOR ADMISSION 2020

Thank you for choosing Heritage United Methodist Preschool. Please check below the program in which you are enrolling your child. We have three classes each of 2 day 3s and 3 classes of 3 day 4s; therefore, if you are familiar with the teachers at Heritage and have a preference, please indicate your first and second choice of teachers and we will make every effort to accommodate you. Registration for classes will be accepted on a first come, first serve basis. Children who are currently in a 3s class will be given first choice at remaining with that teacher for the 4s program and children currently in our 4s program will be given first choice for entry into the Pre-K program. Please keep in mind that staffing changes may occur over the summer.

\_\_\_\_\_ 2½-year-olds - 2 days (2½ by 9/30/20) - \$150/month

M/W 2s Class \_\_\_\_\_

T/Th 2s Class \_\_\_\_\_

\_\_\_\_\_ 3-year-olds - 2 days (3 by 9/30/20) - T/Th - \$150/month

No teacher preference \_\_\_\_\_

First preference \_\_\_\_\_

Second preference \_\_\_\_\_

\_\_\_\_\_ 4-year-olds - Pre-K 4s (4 by 9/30/20) - M/W/F - \$170/month

No teacher preference \_\_\_\_\_

First Preference \_\_\_\_\_

Second preference \_\_\_\_\_

\_\_\_\_\_ 4-year-olds - Pre-K 4s (4 by 9/30/20) - M/T/W/Th - \$190/month

\_\_\_\_\_ 5-year-olds - Pre-K 5s (4 yrs. 8 mos. by 9/30/20) - M/T/W/Th/ F - \$205/month

**1. Your Child**

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

Name by Which Child is Called \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age by 9/30/20 \_\_\_\_\_ years \_\_\_\_\_ months

Complete Mailing Address \_\_\_\_\_

Family's e-mail address \_\_\_\_\_

Resident of:

- Campbell County
- Bedford County
- Amherst County
- Appomattox County
- Nelson County
- Lynchburg City

Home/Cell Phone Number \_\_\_\_\_

Type of Proof of Birth given: (Original Must be Presented at Time of Enrollment) \_\_\_\_\_

Health Form from Child's Health Care Provider Dated: \_\_\_\_\_

**2. Your Child's Family**

Marital Status: (Check one)

- Single
- Married
- Divorced
- Widowed
- Separated

Legal Custody of: (if other than both parents)

- Mother
- Father
- Grandparent(s)
- Other - Explain \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Names of Siblings and Ages:

**3. Name of Preschool Attended Last Year (HUM Preschool or other):**

\_\_\_\_\_

**4. Local Church Affiliation:**

\_\_\_\_\_

**5. Emergency Information**

Name of Child's Physician: \_\_\_\_\_

Physician's Tel. #: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

Relatives/Friends to Contact in Case of Emergency (MUST INCLUDE CONTACT PHONE #):

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Tel. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Tel. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Tel. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Tel. #: \_\_\_\_\_

**Pick-Up Procedure**

Relatives/Friends Authorized to Pick Up Child (MUST INCLUDE CONTACT PHONE #):

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Tel. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Tel. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Tel. #: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Tel. #: \_\_\_\_\_

**6. Special Information**

Allergies: \_\_\_\_\_  
Fears: \_\_\_\_\_  
Special Medical Concerns: \_\_\_\_\_  
Special Needs: \_\_\_\_\_  
Special Word Used for Toileting: \_\_\_\_\_  
Food(s) Your Child Is Not allowed to Eat (dietary restrictions) \_\_\_\_\_  
Identified Learning Delays: \_\_\_\_\_

**7. Preschool and Parent/Guardian Agreement**

- We, the parents/guardians, have read the preschool handbook (hard copy or online at [heritageumpreschool.com](http://heritageumpreschool.com)) and agree to abide by the policies contained therein.
- We, the parents/guardians, agree to provide at the time of enrollment a current Record of Immunization.
- We, the parents/guardians, agree to provide verification of the child's identity (see page 1 of registration for acceptable forms of proof of birth) at the time of enrollment in the school.
- We, the parents/guardians, hereby authorize Heritage United Methodist Preschool to permit our child to participate in all school activities, including but not limited to school sponsored field trips away from the school premises, and absolve the school from liability to us or our child because of any injury to our child at school or during any school activity.
- We, the parents/guardians, authorize the preschool to obtain immediate medical care if any emergency occurs when the parents/guardians cannot be located immediately and agree to pay the cost and expenses so incurred, including ambulance transportation if necessary.
- We, the parents/guardians, agree to inform the preschool within 24 hours or the next business day after our child has developed a reportable communicable disease.
- We, the parents/guardians, understand that we will be notified whenever our child becomes ill and will arrange to have the child picked up as soon as possible if so requested by the center.
- We, the parents/guardians, give permission for pictures of our child to be used by the preschool for preschool purposes only (website, Preschool Facebook page, yearly DVD, posting of photos throughout school).
- We, the parents/guardians, give permission for our names and contact information, as well as my child's name, to be included in the Preschool Directory.
- We, the parents/guardians, understand that this Application, the Enrollment Agreement, and the Preschool Handbook, constitute our contract with Heritage United Methodist Preschool.

Signature of Father: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother: \_\_\_\_\_ Date \_\_\_\_\_

## **Office Use Only**

### **Identify Verification**

If proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth:

Birth Date:

Birth Certificate Number:

Date Issue:

Other Form of Proof:

Date Documentation Viewed:

Person Viewing Documentation:

Date of notification of Local Law-Enforcement Agency (when required proof of identify is not provided):

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identify is not necessary when the child attends a public school in Virginia and the center assumes responsibility of the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.

# Heritage United Methodist Preschool

## Enrollment Agreement

2020

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, between Heritage United Methodist Preschool, (hereinafter referred to as the "School"); and \_\_\_\_\_ and \_\_\_\_\_, (hereinafter referred to jointly and severally as "Parents"), the Parents of \_\_\_\_\_, (hereinafter referred to as "Child").

For and in consideration of the promises and agreement hereinafter stated, the Parents agree to enroll and the School agrees to accept for enrollment the Child as a student at Heritage United Methodist Preschool for the academic year beginning September 2, 2020, and continuing until May 25, 2021, (the "Academic Year"), and the parties agree that:

1. All School accounts must be current in order for registration of Child to be honored.
2. There is due and payable at the time of registration a non-refundable Registration Fee of \$70.
3. Parents will pay a Registration Security Deposit equal to one month's tuition by May 1. If registering after April 30, the Registration Security Deposit will be due within 30 days of registration. This Registration Security Deposit will take the place of the May 2021 tuition. If the security deposit is not received by May 1 or within 30 days of registration, the Child will lose his/her placement in the preschool. This deposit will be refunded only in the event of a job-related move or a medical-related withdrawal. If the Child is enrolled in the preschool program after July 31, no Registration Security Deposit will be collected; instead May 2021 tuition will be collected.
4. A Late Withdrawal Fee, also equal to one month's tuition, will be assessed if a child is withdrawn from the preschool program within 30 days of the beginning of school and his/her spot cannot be filled from the waiting list. This fee is in addition to the loss of the Registration Fee and the Registration Security Deposit that results when a student is withdrawn for any reason other than medical or job-related move.
5. Parents will pay to the School for the Child's tuition the following total sums for the academic year (please check one):
  - 2 day Programs - \$1,350
  - 3 day Programs - \$1,530
  - 4 day Programs - \$1,710
  - 5 day Programs - \$1,845
6. If "Parent(s)" have paid the May 2021 tuition as a Registration Security Deposit, the remainder tuition is payable by the month and is due and payable on the first day of each

calendar month, September through April. If "Parent(s)" have not paid the May 2021 tuition as a Registration Security Deposit, tuition is payable by the month and is due and payable on the first day of each calendar month, September through May. Tuition payments are as follows without proration or offset (please check one):

- 2 day Programs - \$150
- 3 day Programs - \$170
- 4 day Programs - \$190
- 5 day Programs - \$205

7. Parents agree to pay a late fee of \$20 for all tuition payments received after the 10<sup>th</sup> of each month.

8. Parents agree to pay a fee of \$36 for any checks returned by the bank.

9. In the event the Child withdraws voluntarily, the School requests 30 days notice of withdrawal. The full financial obligation shall be to pay for the entire month in which the child is withdrawing regardless of the date of the month departing. If less than the required 30 days' notice is given, an extra month of tuition will be collected to assure the School ample time to fill the vacated position while not adjusting the school budget. In all cases, if there is an opportunity to immediately fill the position, the preschool will review the situation to determine if the parents are obligated for any unpaid tuition. Every effort to fill the vacated position will be made by the school personnel.

10. Enrollment of a Child will be in jeopardy if tuition for any given month is not received on or before the last day of that month. Tuition for the unpaid month plus the assessed \$20 late payment fee will be due along with the full following month's payment on the 1<sup>st</sup> of the following month in order to maintain Child's spot in School. If, on the 10<sup>th</sup> of that following month, no payment is received, the School then reserves the right to terminate the Child's enrollment.

This Agreement includes the Application for Admission and the Heritage United Methodist Preschool Handbook, all of which shall be read together, and shall become binding upon all parties upon execution of this document by the parties hereto both jointly and severally.

HERITAGE UNITED METHODIST PRESCHOOL

By: \_\_\_\_\_  
Pat Poff, Director (As agent of the Preschool Ministry Team)

PARENTS:

(Father) \_\_\_\_\_

(Mother) \_\_\_\_\_