



Dear Parent(s),

Attached is the Registration Contract for the 2023-2024 school year at Hyde Park Community United Methodist Church Preschool. We offer 2-day, 3-day, 4-day and 5-day morning class options (8:45 – 11:45 AM). Our classes are all **3** hours in length for whichever option you choose for your child.

**Registration will be processed upon receipt of:**

- A completed Registration Contract\* submitted to the Preschool Office either in person, by mail or email ([preschool@hpcumc.org](mailto:preschool@hpcumc.org))
- A non-refundable registration fee of \$80<sup>00</sup> per child. Check, cash and ACH are accepted.

*\* We can accept registration for a child at any time during the school year; however, they cannot start until they are at least 30 months of age for toddler options or the proper age for mixed-aged options.*

We will accept completed Registration Contracts prior to designated deadlines, however they will not be processed until after the applicable date.

First Priority Registration: Registration begins Monday, December 5, 2022

*Children who are currently enrolled in HPCUMC Preschool and children of HPCUMC contributing members*

Second Priority Registration: Registration begins Monday, December 12, 2022

*Children whose siblings currently attend or have previously attended HPCUMC Preschool*

Open Registration: Registration begins on Monday, January 2, 2023

*Children of families who are new to HPCUMC Preschool*

Class space is limited and all children will be enrolled on a FIRST-COME-FIRST-SERVED BASIS. Children will be assigned to class options in order of your preference based upon availability. If your 1<sup>st</sup> option is filled, your child will be assigned to your 2<sup>nd</sup> or 3<sup>rd</sup> option and put on a waiting list for your 1<sup>st</sup> option. You will be notified if your 1<sup>st</sup> option becomes available.

**Enrollment Confirmation:**

Your child's enrollment will be confirmed no later than Friday, January 27, 2023. All families will receive an **email** confirming their enrollment and class option.

**Next Steps:**

*After notification of acceptance, a non-refundable \$100 tuition deposit will be due March 1st. Failure to make this payment will forfeit your child's place on the enrollment list.*

Enrollment forms will be distributed in May 2023, along with your first of two tuition invoices. **The first semester payment will be due on July 15, 2023.** The second semester payment will be due on January 15, 2024. Payment options will be addressed in the enrollment forms.

Thank you for considering HPCUMC Preschool. If you have any questions, please call the Office at (513) 979-8191, or email the preschool at [preschool@hpcumc.org](mailto:preschool@hpcumc.org). We look forward to welcoming you in the upcoming school year.

Blessings,

Julie Vail, Director

Child's Name: \_\_\_\_\_  
                                    First                                    Middle                                    Last  
Name to be used in Preschool: \_\_\_\_\_ Gender: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age on 09/05/23: \_\_\_\_\_ yrs. & \_\_\_\_\_ mos.  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Name of Parent(s) / Guardian:**

Parent/Guardian #1: \_\_\_\_\_  
Address (if different from above): \_\_\_\_\_  
Telephone #'s: Home/Cell (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_

Parent/Guardian #2: \_\_\_\_\_  
Address (if different from above): \_\_\_\_\_  
Telephone #'s: Home/Cell (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_

Class Options: Please type/print 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> to indicate choices (All classes are 8:45-11:45 AM)		
Toddler Classes (30 months by 09/05/2023)	3, 4 and 5 Year Olds (3 years old by 9/05/2023)	4 and 5 Year Olds (4 years old by 9/05/2023)
<input type="checkbox"/> 2 day (Thursday - Friday) \$2160.00 per year	<input type="checkbox"/> 2 day (Thursday - Friday) \$1960.00 per year	<input type="checkbox"/> 4 day (Monday-Thursday) \$2610.00 per year
<input type="checkbox"/> 3 day (Monday - Wednesday) \$2460.00 per year	<input type="checkbox"/> 3 day (Monday - Wednesday) \$2310.00 per year	<input type="checkbox"/> 5 day (Monday-Friday) \$2810.00 per year
	<input type="checkbox"/> 4 day (Monday-Thursday) \$2610.00 per year	
	<input type="checkbox"/> 5 day (Monday-Friday) \$2810.00 per year	
<b>Please check <u>all</u> that apply:</b> <i>Must select one payment option</i>	<input type="checkbox"/> <b>I will pay the non-refundable registration fee of \$80 with cash/check (invoice will be sent)</b>	<input type="checkbox"/> <b>I will pay the non-refundable registration fee of \$80 with ACH (invoice will be sent)</b>
	<input type="checkbox"/> Child currently enrolled at HPCUMC Preschool	<input type="checkbox"/> Sibling previously enrolled at HPCUMC Preschool
	<input type="checkbox"/> Member of HPCUMC	<input type="checkbox"/> Sibling here now

I, the parent/guardian of \_\_\_\_\_ register her/him for the **2023-2024** school year in the Hyde Park Community United Methodist Church Preschool conducted under the auspices of the Hyde Park Community United Methodist Church. **We agree to pay the required tuition and to have all forms required by the Preschool and the Ohio Dept. of Job and Family Services on file in the Preschool office prior to the first day of school attendance and as they expire thereafter.** We understand that the Preschool reserves the right to recommend withdrawal of children whose needs are not best met by this Preschool. The Preschool understands that our child's records will be made available to us upon request.

**Signature of Parent / Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit completed Registration Contract to the Preschool Office in person, by mail or email [preschool@hpcumc.org](mailto:preschool@hpcumc.org)