



Dear Parent(s),

Attached is the Registration Contract for the 2022-2023 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 ([lgarrison@hpcumc.org](mailto:lgarrison@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 6, 2021

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

Second Priority Registration: Registration begins Monday, December 13, 2021

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

Open Registration: Registration begins on Monday, January 3, 2022

*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 28, 2022. 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 2021, along with your first of two tuition invoices. **The first semester payment will be due on July 15, 2022.** The second semester payment will be due on January 15, 2023. 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 me at [jvail@hpcumc.org](mailto:jvail@hpcumc.org). We look forward to welcoming you in the upcoming school year.

Blessings,

Julie Vail, Director

