



Director: Jamie Carr jcarr@baldwincommunityumc.com (412) 440-0509

2021-2022 REGISTRATION INFORMATION

Registration takes place by **MAIL ONLY** (Early postmarks, hand-delivered forms, emails, or priority mail will **NOT** be accepted).

- Registration forms for ***students currently enrolled, their siblings*** and ***Church member's children*** must be postmarked and mailed to the Preschool office no sooner than **Monday, February 8, 2021**.
- Registration forms for ***new students*** must be postmarked and mailed to the Preschool office no sooner than **Wednesday, February 10, 2021**.

Registration is considered complete **ONLY** when we receive:

- A completed Registration and Class Selection form for **Each child** being registered.
- A non-refundable Registration fee of \$50.00/child or \$75.00/family (fee is NOT applied towards tuition.) Make checks payable to **Baldwin Community Preschool**.

Registered students will receive an information packet containing an invoice for the first month's tuition payment and an explanation of options for tuition payments. **In order to retain a space in the class, a non-refundable first payment must be made by May 15, 2021.** If this payment is not received, your child's space will automatically be relinquished. If a spot in the class is still available when the first payment is made, an additional \$10.00 will be charged as a late fee.

PLEASE NOTE: *Registration is ongoing until classes are full, however we reserve the right to cancel classes that are not full.*

BALDWIN COMMUNITY PRESCHOOL

REGISTRATION FORM – 2021-2022

CHILD'S NAME _____
LAST FIRST

PREFERRED FIRST NAME (IF DIFFERENT FROM NAME LISTED ABOVE) _____

CHILD'S DATE OF BIRTH _____ MALE/FEMALE _____

ADDRESS _____
STREET CITY STATE ZIP

PREFERRED CONTACT PHONE NUMBER _____

PARENT(S)/GUARDIAN(S): (PLEASE PRINT LEGIBLY)

MOTHER:

LAST FIRST CELL PHONE E-MAIL ADDRESS

FATHER:

LAST FIRST CELL PHONE E-MAIL ADDRESS

Are you a member of Baldwin Community United Methodist Church? Yes/No
(Please circle one)

PLEASE READ THE FOLLOWING BALDWIN COMMUNITY PRESCHOOL POLICIES CAREFULLY:

1. I agree to pay my child's tuition in one, or nine installments on designated dates. FIRST INSTALLMENT MUST BE PAID ON OR BEFORE May 15, 2021 to retain a space in class. If payment is NOT received by May 15, 2021, and we are not contacted regarding payment, your child's space will be automatically relinquished. FIRST tuition payment will be refunded only for out of state family relocation.
2. I will submit an age-appropriate health form for my child, completed by a physician, no later than November 1, 2021.
3. I give permission for Baldwin Community Preschool to contact my pediatrician/police/paramedics in the event of an emergency.
4. I release the school from all liabilities from damages or injuries occurring at Baldwin Community Preschool.
5. I give ___/do not give ___ permission to distribute my home address on a class roster.
6. I give ___/do not give ___ permission to distribute my preferred contact phone number on a class roster.
7. I give ___/do not give ___ permission to distribute my e-mail address on a class roster.
8. I give ___/do not give ___ permission for authorized Baldwin Community personnel to take group/individual pictures/videotapes of my child, to be used for educational programs/public relations.

Parent/Guardian Signature

Date

PLEASE NOTE: Payment of the non-refundable Registration fee - \$50/child or \$75/family MUST accompany this form.

The Class Selection form on the back of this sheet must also be completed.

CLASS SELECTION FORM – 2021-2022

Please indicate numerically a first and second choice. You will receive a phone call approximately 2 weeks after registration has been completed, only if you do not receive your first choice.

Pre-K 5 Day Program: (child must be 4 ½ by Sept. 1 and must also have previous pre-school experience)

OPTION:			Tuition amount <u>per month</u> for 9 months	SELECTION
Pre-K 5 Day Transition Class	5 days	M-TH 9-2, Fri 9-11:30	\$365.00	

4 year old Programs: (child must be 4 by Sept. 1)

OPTIONS:			Tuition amount <u>per month</u> for 9 months	SELECTION
Pre-K 4 Day Transition Class	4 days	M-TH 9-2	\$340.00	
Half Day Morning Class	4 days	M-TH 9-11:30	\$180.00	
Half Day Afternoon Class	4 days	M-TH 12:30-3	\$180.00	

3 year old Programs: (child must be 3 by Sept. 1)

OPTIONS:			Tuition amount <u>per month</u> for 9 months	SELECTION
Half Day Morning Classes	3 days	MWF 9:15-11:45	\$165.00	
	3 days	TWTH 9:15-11:45	\$165.00	
	2 days	T/TH 9:15-11:45	\$140.00	
Half Day Afternoon Classes	3 days	MWF 12:30-3	\$165.00	
	3 days	TWTH 12:30-3	\$165.00	
	2 days	T/TH 12:30-3	\$140.00	

Drop-off 2 year old Programs: (child must be 2 by May 1st)

OPTIONS:			Tuition amount <u>per month</u> for 9 months	SELECTION
2 classes per week	Morning	T/TH 9:15-11:30	\$120.00	
	Afternoon	T/TH 12:15-2:30	\$120.00	
3 classes per week	Morning	MWF 9:15-11:30	\$150.00	

NOTE: The **non-refundable** first payment for your child's tuition must be paid on or before **May 15, 2021** to retain a space in class. If payment is not received by May 15, 2021, your child's space will be automatically relinquished. If the spot has not been taken away and the first payment is made, a late payment of \$10.00 will be charged.