

BALDWIN COMMUNITY UNITED METHODIST CHURCH PRESCHOOL  
5001 BAPTIST ROAD PITTSBURGH, PA 15236  
(412) 440-0509

## BALDWIN COMMUNITY UNITED METHODIST CHURCH PRESCHOOL 2018-2019 REGISTRATION

Registration takes place by **MAIL ONLY**.

- Registration forms for *children and their siblings currently enrolled* in Baldwin Community Preschool and *Church member's children* must be postmarked and mailed to the Preschool office no sooner than **Monday, February 12, 2018**.
- Registration forms for *children in the community* must be postmarked and mailed to the Preschool office no sooner than **Tuesday, February 13, 2018**.

Early postmarks, hand-delivered forms, emails, Faxes, or priority mail will **NOT** be accepted.

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

- A completed Registration form and Class Selection form for **each child** being registered.
- A non-refundable Registration fee of \$50.00/child or \$70.00/family (fee is NOT applicable to tuition.) Make checks payable to 'Baldwin Community Preschool'.
- ***You must complete a separate Registration and Class Selection form for EACH child that you are registering but you can submit one check for the family registration fee.***

***Registration is on-going until classes are full.***

You will receive a phone call approximately 2 weeks after registration has been completed **only if you do not receive your first choice.**

Registered students will receive an information packet in April containing an invoice for the first month's tuition payment and explanation of the 3 options for tuition payment. **In order to retain a space in the class, a non-refundable first payment must be made by May 15, 2018.** 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: We reserve the right to cancel any classes that are not full.**

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**REGISTRATION FORM – 2018-2019**

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)

We have a partnership with The Bright & Early Child Care Center (also located here at Baldwin Community UMC) to help families that need to coordinate preschool and child care needs. Would you like more information about The Bright & Early Center ? **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, two or nine installments on designated dates. **FIRST INSTALLMENT MUST BE PAID ON OR BEFORE May 15, 2018** to retain a space in class. If payment is NOT received by May 15, 2018, 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 60 days following the start of classes.
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 \$70/family MUST accompany this form.**

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

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**CLASS SELECTION FORM – 2018-2019**

Please indicate a first and a second choice only if you are able to accept it.

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

OPTION:			Tuition amount per month for 9 months	SELECTION
Pre-K 5 day Transition Class	4 ½ days	M-TH 9-2, Fri 9-11:30	\$325	

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

OPTIONS:			Tuition amount per month for 9 months	SELECTION
Pre-K 4 day Transition Class	4 days	M-TH 9-2	\$300	
Half Day Morning Classes	5 days	M-F 9-11:30	\$175	
	4 days	M-TH 9-11:30	\$150	
	3 days	MWF 9-11:30	\$145	
Half Day Afternoon Class	4 days	M-TH 12:30-3	\$150	

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

OPTIONS:			Tuition amount per month for 9 months	SELECTION
Half Day Morning Classes	3 days	MWF 9:15-11:45	\$145	
	2 days	T/TH 9:15-11:45	\$110	
Half Day Afternoon Classes	3 days	MWF 12:30-3	\$145	
	2 days	T/TH 12:30-3	\$110	

**Drop-off 2 year old programs:** (child must be 2 by Sept. 1)

OPTIONS:			Tuition amount per month for 9 months	SELECTION
2 classes per week	Morning	T/TH 9:15-11:30	\$100	
	Afternoon	T/TH 12:15-2:30	\$100	
3 classes per week	Morning	MWF 9:15-11:30	\$130	
	Afternoon	MWF 12:15-2:30	\$130	

**Extended day programs:** (optional for children enrolled in our 3 yr old, 4 yr old, or Pre-K programs; provides extra time for your child to eat a lunch they bring and enjoy supervised indoor and outdoor (weather permitting) free-play time.)

OPTIONS:	DAY SELECTIONS: (CHECK ALL THAT APPLY)	Additional tuition amount per month for 9 months	SELECTION
5 days: 11:30/11:45 - 2		additional \$155	
4 days: 11:30/11:45 - 2	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	additional \$145	
3 days: 11:30/11:45 - 2	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	additional \$131	
2 days: 11:30/11:45 - 2	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	additional \$110	
1 day: 11:30/11:45 - 2	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	additional \$60	

\*You will receive a phone call approximately 2 weeks after registration has been completed  
**ONLY IF YOU DO NOT RECEIVE YOUR FIRST CHOICE.**

**NOTE:** The non-refundable first payment for your child's tuition must be paid on or before **May 15, 2018** to retain a space in class. If payment is not received by May 15, 2018, 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.

**PLEASE NOTE:** We reserve the right to cancel any classes that are not full.

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**TUITION PAYMENT PLANS – PAGE 1 of 2**

**PLEASE KEEP THIS PAYMENT PROCEDURE FOR YOUR RECORDS;**

**ALL TUITION MUST BE PAID IN FULL BY APRIL 15, 2019**

**REGULAR PRESCHOOL CLASSES – programs for 2 to 4 ½ year olds**

CLASS	YEARLY TUITION AMOUNT	PAY IN FULL OPTION (LESS 3% DISCOUNT)	2 EQUAL PAYMENT OPTION	MONTHLY PAYMENT OPTION
<b>PRE-K 5 DAY TRANSITION CLASS</b> <ul style="list-style-type: none"> <li>• 4 FULL DAYS M-TH, 9-2 &amp; 1 HALF-DAY FR, 9-11:30</li> <li>• 4 ½ YEAR OLD WITH PREVIOUS PRESCHOOL EXPERIENCE ONLY</li> </ul>	\$2,925.00	<b>(3% discount \$87.75)</b> 1) \$2,837.25 due May 15, 2018 <b>OR</b> 2) \$325.00 due May 15, 2018 \$2,600.00 balance due Sept 1, 2018	\$1,462.50 due May 15, 2018 \$1,462.50 due Oct 15, 2018	\$325.00 due May 15, 2018 \$325.00 due the 15 <sup>th</sup> of every month, <b>Sept thru April</b>
<b>PRE-K 4 DAY TRANSITION CLASS</b> <ul style="list-style-type: none"> <li>• 4 FULL DAYS M-TH, 9-2</li> <li>• 4 YEAR OLD ONLY</li> </ul>	\$2,700.00	<b>(3% discount \$81.00)</b> 1) \$2,619.00 due May 15, 2018 <b>OR</b> 2) \$300.00 due May 15, 2018 \$2,400.00 balance due Sept 1, 2018	\$1,350.00 due May 15, 2018 \$1,350.00 due Oct 15, 2018	\$300.00 due May 15, 2018 \$300.00 due the 15 <sup>th</sup> of every month, <b>Sept thru April</b>
<b>5 HALF DAYS CLASS</b> <ul style="list-style-type: none"> <li>• 4 YEAR OLD ONLY</li> <li>• M-F, 9-11:30</li> </ul>	\$1,575.00	<b>(3% discount 47.25)</b> 1) \$1,494.00 due May 15, 2018 <b>OR</b> 2) \$175.00 due May 15, 2018 \$1,400.00 balance due Sept 1, 2018	\$787.50 due May 15, 2018 \$787.50 due Oct 15, 2018	\$175.00 due May 15, 2018 \$175.00 due the 15 <sup>th</sup> of every month, <b>Sept thru April</b>
<b>4 HALF DAYS CLASS</b> <ul style="list-style-type: none"> <li>• 4 YEAR OLD ONLY</li> <li>• M-TH, 9-11:30 OR 12:30-3</li> </ul>	\$1,350.00	<b>(3% discount 40.50)</b> 1) \$1,309.50 due May 15, 2018 <b>OR</b> 2) \$150.00 due May 15, 2018 \$1,159.50 balance due Sept 1, 2018	\$675.00 due May 15, 2018 \$675.00 due Oct 15, 2018	\$150.00 due May 15, 2018 \$150.00 due the 15 <sup>th</sup> of every month, <b>Sept thru April</b>
<b>3 HALF DAYS CLASS</b> <ul style="list-style-type: none"> <li>• 4 YEAR OLD M W F, 9-11:30</li> <li>• 3 YEAR OLD M W F, 9:15-11:45 OR 12:30-3</li> </ul>	\$1,305.00	<b>(3% discount 39.15)</b> 1) \$1,265.85 due May 15, 2018 <b>OR</b> 2) \$145.00 due May 15, 2018 \$1,160.00 balance due Sept 1, 2018	\$625.50 due May 15, 2018 \$625.50 due Oct 15, 2018	\$145.00 due May 15, 2018 \$145.00 due the 15 <sup>th</sup> of every month, <b>Sept thru April</b>
<b>2 HALF DAYS CLASS</b> <ul style="list-style-type: none"> <li>• 3 YEAR OLD ONLY</li> <li>• T TH, 9:15-11:45 OR 12:30-3</li> </ul>	\$990.00	<b>(3% discount 29.70)</b> 1) \$960.30 due May 15, 2018 <b>OR</b> 2) \$110.00 due May 15, 2018 \$850.30 balance due Sept 1, 2018	\$495.00 due May 15, 2018 \$495.00 due Oct 15, 2018	\$110.00 due May 15, 2018 \$110.00 due the 15 <sup>th</sup> of every month, <b>Sept thru April</b>
<b>2 YEAR OLD DROP OFF, 3 DAYS</b> <ul style="list-style-type: none"> <li>• M W F, 9:15-11:30 OR 12:15-2:30</li> </ul>	\$1,170.00	<b>(3% discount 35.10)</b> 1) \$1,135.00 due May 15, 2018 <b>OR</b> 2) \$130.00 due May 15, 2018 \$1040.00 balance due Sept 1, 2018	\$585.00 due May 15, 2018 \$585.00 due Oct 15, 2018	\$130.00 due May 15, 2018 \$130.00 due the 15 <sup>th</sup> of every month, <b>Sept thru April</b>
<b>2 YEAR OLD DROP OFF, 2 DAYS</b> <ul style="list-style-type: none"> <li>• T TH, 9:15-11:30 OR 12:15-2:30</li> </ul>	\$900.00	<b>(3% discount 27.00)</b> 1) \$873.00 due May 15, 2018 <b>OR</b> 2) \$100.00 due May 15, 2018 \$773.00 balance due Sept 1, 2018	\$450.00 due May 15, 2018 \$450.00 due Oct 15, 2018	\$100.00 due May 15, 2018 \$100.00 due the 15 <sup>th</sup> of every month, <b>Sept thru April</b>

**NOTE: There is a sibling discount of \$10 off per month for the 2<sup>nd</sup> and 3<sup>rd</sup> child.**

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**TUITION PAYMENT PLANS – PAGE 2 of 2**

**PLEASE KEEP THIS PAYMENT PROCEDURE FOR YOUR RECORDS;**

**ALL TUITION MUST BE PAID IN FULL BY APRIL 15, 2019**

**EXTENDED DAY CLASSES – optional additional programs for 3 to 4 ½ year olds;  
 provides extra time for your child to eat a lunch they  
 bring and enjoy supervised indoor and outdoor (weather  
 permitting) free-play time.**

**\*\* (Please note the tuition for these programs is in addition to the tuition  
 for the regular preschool class)**

CLASS	<u>ADDITIONAL</u> YEARLY TUITION AMOUNT	<u>ADDITIONAL TUITION</u> PAY IN FULL OPTION (LESS 3% DISCOUNT)	<u>ADDITIONAL TUITION</u> 2 EQUAL PAYMENT OPTION	<u>ADDITIONAL TUITION</u> MONTHLY PAYMENT OPTION
<b>5 EXTENDED DAYS</b>  <ul style="list-style-type: none"> <li>• 3 OR 4 YEAR OLD ONLY</li> <li>• M-F, 11:30/11:45-2</li> </ul>	\$1,395.00	<b>(3% discount 41.85)</b>  1) \$1,353.15 due May 15, 2018 <b>OR</b> 2) \$155.00 due May 15, 2018 \$1,198.15 balance due Sept 1, 2018	\$697.50 due May 15, 2018  \$697.50 due Oct 15, 2018	\$155.00 due May 15, 2018  \$155.00 due the 15 <sup>th</sup> of every month, <b>Sept</b> <b>thru April</b>
<b>4 EXTENDED DAYS</b>  <ul style="list-style-type: none"> <li>• 3 OR 4 YEAR OLD ONLY</li> <li>• 11:30/11:45-2</li> <li>• DAYS YOU SELECTED PER REGISTRATION FORM</li> </ul>	\$1,305.00	<b>(3% discount 39.15)</b>  1) \$1,265.85 due May 15, 2018 <b>OR</b> 2) \$145.00 due May 15, 2018 \$1,120.85 balance due Sept 1, 2018	\$652.50 due May 15, 2018  \$652.50 due Oct 15, 2018	\$145.00 due May 15, 2018  \$145.00 due the 15 <sup>th</sup> of every month, <b>Sept</b> <b>thru April</b>
<b>3 EXTENDED DAYS</b>  <ul style="list-style-type: none"> <li>• 3 OR 4 YEAR OLD ONLY</li> <li>• 11:30/11:45-2</li> <li>• DAYS YOU SELECTED PER REGISTRATION FORM</li> </ul>	\$1,179.00	<b>(3% discount 35.37)</b>  1) \$1,143.63 due May 15, 2018 <b>OR</b> 2) \$131.00 due May 15, 2018 \$1,012.63 balance due Sept 1, 2018	\$589.50 due May 15, 2018  \$589.50 due Oct 15, 2018	\$131.00 due May 15, 2018  \$131.00 due the 15 <sup>th</sup> of every month, <b>Sept</b> <b>thru April</b>
<b>2 EXTENDED DAYS</b>  <ul style="list-style-type: none"> <li>• 3 OR 4 YEAR OLD ONLY</li> <li>• 11:30/11:45-2</li> <li>• DAYS YOU SELECTED PER REGISTRATION FORM</li> </ul>	\$990.00	<b>(3% discount 29.70)</b>  1) \$960.30 due May 15, 2018 <b>OR</b> 2) \$110.00 due May 15, 2018 \$850.30 balance due Sept 1, 2018	\$495.00 due May 15, 2018  \$495.00 due Oct 15, 2018	\$110.00 due May 15, 2018  \$110.00 due the 15 <sup>th</sup> of every month, <b>Sept</b> <b>thru April</b>
<b>1 EXTENDED DAY</b>  <ul style="list-style-type: none"> <li>• 3 OR 4 YEAR OLD ONLY</li> <li>• 11:30/11:45-2</li> <li>• DAY YOU SELECTED PER REGISTRATION FORM</li> </ul>	\$540.00	<b>(3% discount 16.20)</b>  1) \$523.80 due May 15, 2018 <b>OR</b> 2) \$60.00 due May 15, 2018 \$463.80 balance due Sept 1, 2018	\$270.00 due May 15, 2018  \$270.00 due Oct 15, 2018	\$60.00 due May 15, 2018  \$60.00 due the 15 <sup>th</sup> of every month, <b>Sept</b> <b>thru April</b>