



CAVE SPRING

WEEKDAY SCHOOL

Do Not Write In This Space:

Date Rec'd: _____

Amount Rec'd: _____

Rec'd by: _____

Pymt Method: _____

2022/2023

Registration Form

___ Lambs MDO Class **MUST BE between- 16months & 23months by Sept.30, 2022 -Tues. and Th.**

___ Turtles 2 Year Old Class **MUST BE 2 by Sept.30, 2022- Tues. through Thurs.**

___ Butterflies 3 Year Old Class **MUST BE 3 by Sept.30, 2022- Mon. through Thurs.**

___ Frogs PreK Class **MUST BE 4 by Sept.30, 2022 —Mon. through Thurs.**

Part A: Child and Parent Information

Child's Name: _____

Nickname: _____ Birth Date: _____

Allergies (explain): _____

Siblings Names & Ages: _____

Is your child potty-trained? ____ Yes ____ No ____ In the process (**PreK students MUST BE POTTY TRAINED**)

Child's personality Traits: _____

Child's Interests: _____

Additional Information you would like to share about your child:

Mother Name: _____ Cell Phone: _____

Mother Occupation: _____ Work Phone: _____

Father Name: _____ Cell Phone: _____

Father Occupation: _____ Work Phone: _____

Home Address:

Primary Email Address: _____

Primary Language Spoken at home: _____

Part B: Emergency Information *(signature required)

In the event of illness or emergency, we will contact parents, mother first, unless indicated otherwise. If unable to reach you, whom should we call next?

1) Name: _____ Relationship: _____

Phone Number: _____

2) Name: _____ Relationship: _____

Phone Number: _____

In the event of a serious accident or illness, CSUMC Weekday School staff will call 911 to transport your child to a medical facility. Please supply the following information:

Name of Doctor: _____ Office Phone: _____

Name of Dentist: _____ Office Phone: _____

Hospital Preference (if none indicated closest will be used): _____

Insurance Provider: _____ Policy Information: _____

In the event that I or my alternate contacts listed above cannot be reached, the bearer of this note has my permission to transport my child to a medical facility and to obtain treatment.

***Parent(s) Signature:** _____

Part C: General Information

How did you find out about CSUMC Weekday School?

Which Elementary School will your child attend? _____

Has your child previously attended preschool or had group experience? ____ Yes ____ No If yes, what type of experience and where?

Do you have a church home? ____ Yes ____ No If yes, Church Name: _____

Would you be interested in substituting? ____ Yes ____ No If yes, may I call you at 7am or do you need prior notice?

Part D: Other Authorized Persons to pick up your child/Media Permission

I, _____, authorize the release of my child, _____,
(parent's name) (child's name)
to the following adults during the school year:

Name: _____

Phone: _____

Name: _____

Phone: _____

Permission to use my child's picture in the **Private** Facebook group and/or other media publications. No names will be used. ____Yes ____No

Part E: Tuition and Fees

- **Non-Refundable Registration Fee of \$100.00 for first child \$80.00 each additional child** (Submitted at time of Registration).
- **Non-Refundable Supply Fee of \$50 per child.** (Submitted with first month's tuition)

Tuition is due one month in advance, by the 1st day of each month and is late after the 7th business day of each month.

Late payment Fee: Payments received after the 7th business day of the month will incur a fee of \$25 to be added to the monthly tuition fee.

MDO class– Tuesday and Thursday: \$190/month

2 Year old class- Tuesday, Wednesday, and Thursday: \$220/month

3 Year old class- Monday through Thursday: \$225/month

4 Year old (PreK) class- Monday through Thursday: \$225/month

Please make checks payable to CSUMC Weekday School

Please ensure the following items have been included with this Registration Form:

____ Appropriate Fees

____ Signed Medication Form

____ Signed Part B

____ Copy of the Child's Birth Certificate/Passport

____ Signed Enrollment Agreement

____ Copy of Child's Immunization Records

By signing the portion below, I (we) are willing to meet the above requirements and to abide by the Enrollment Agreement and the policies of CSUMC Weekday School as stated in the handbook.

Parent(s) Signature: _____ **Date:** _____

_____ **Date:** _____



CAVE SPRING

WEEKDAY SCHOOL

CAVE SPRING UMC WEEKDAY SCHOOL AND MDO

ENROLLMENT AGREEMENT FOR 2022/2023

THIS AGREEMENT, made this ____ day of _____, 2022, between Cave Spring UMC Weekday School, (hereinafter referred to as "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 Cave Spring UMC Weekday School for the academic year beginning September 6, 2022, and continuing until May 23, 2023, (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 \$100. In the event of registering more than one child per family, the fee will be \$100.00 for the older child and \$80.00 for each additional child.
3. Parents will pay September 2022's tuition by July 1, 2022 or at the time of registration if registering after July 1st. A non-refundable Supply Fee of \$50 per child is due and payable with first month's tuition. If tuition and fees are not received by July 1, 2022 the Child will lose his/her position in the School. This tuition will be refunded if a written withdrawal notice is received by the Director by August 1, 2022. After August 1, 2022, this tuition will be refunded only if the class position is filled by another student.
4. Parents will pay the School for the Child's tuition the following total sums for the academic year (please circle one):

Lambs Class MDO = \$1710

Turtles 2s Class = \$1980

Butterflies 3's Class = \$2025

Frogs Pre-K Class = \$2025

5. When Parents have paid September 2022's tuition by July 1, 2022 or at the time of registration, the remaining tuition is payable by the month and is due and payable on the first day of each calendar month, September through April. Tuition is paid one month in advance as follows: October tuition due September 1st, November tuition due October 1st, December tuition due November 1st, January tuition due December 1st, February tuition due January 1st, March tuition due February 1st, April tuition due March 1st, May tuition due April 1st.

6. Parents agree to pay a late fee of \$25 for all tuition payments received after the 7th business day of each month.

7. Parents agree to pay a fee of \$25 for each check returned by the bank.

8. 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 \$25 late payment fee will be due along with the full following month's payment on the 1st of the following month in order to maintain the Child's position in School. If, on the 7th business day of that following month, no payment is received, the School reserves the right to terminate the Child's enrollment.

9. In the event a Child withdraws voluntarily, the School requires a 30-day written 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-day written 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 School 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.

This Agreement shall become binding upon all parties upon its execution by the parties hereto both jointly and severally.

PARENT(S) SIGNATURE:

_____ Date _____

_____ Date _____

CAVE SPRING UMC WEEKDAY SCHOOL:

_____ Date _____

Tarra Svec, Director



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WEEKDAY SCHOOL

CSUMC Weekday School uses VANCO as an option to manage your payments online. This includes: Tuition, Registration, and Lunch Bunch. It is easy to use and allows you to use a credit card, pay through your bank account, set up automatic recurring payments through your bank account, and view your complete payment history from anywhere you have access to the internet. Simply follow these easy steps:

1. Visit the Weekday School page on the church website by selecting “weekday school” at the top right of the home page.(www.cavespringumc.org)
2. Then click on the “Tuition Payments” on the left.
3. Then click on “Create Profile” button on the right side of the screen, then...
4. Follow the onscreen instructions to create an online profile and schedule your payments.

We also accept cash and checks made payable to CSUMC Weekday School. *If you plan to use a *debit* card we kindly ask you to use the ‘pay through your bank account’ option, ‘automatic recurring payment’ option, or write a check instead as we incur fees each time any card is used.