



Where learning
and fun become one.

Huguenot UMC Preschool
10661 Duryea Drive, Richmond, VA 23235
804-272-1704, *Debbi Mintz, M.Ed., Director*
www.humcpreschool.com

IT'S TIME TO REGISTER FOR 2016 - 2017

We are pleased to send you information about registering for the 2016 - 2017 school year. If you have any questions after reading this information, please give us a call. We welcome visits to our Center any Monday through Friday between 9:45 a.m. and 12:15 a.m. during school months and summer visits by appointment. A call before your visit will assure you time with the director to answer questions. To enroll, please complete the online registration form from our website and submit payment by check, cash or online through the emailed invoice. Our Center is required by law to document viewing a **certified copy of your child's birth certificate** before your child may attend our center, so that can be brought to the school during our morning office hours before your child begins school.

Classroom and teacher assignments as well as a school calendar will be mailed to you in your confirmation packet in July. A state school entrance medical form should be completed by your pediatrician and returned **before school opens in the fall and the entire medical form must be updated semi-annually** through age 2 and then again at age 4, and should be completed by your pediatrician and returned **after each check-up for your child**.

Debbi Mintz, Director

IMPORTANT INFORMATION 2016 - 2017

REGISTRATION:

\$100 non-refundable Registration Fee due with the registration form

TUITION:

1st payment due 8/1/16 (See below for costs based on program and number of days)

The remaining 9 payments are due by the 1st of each month even though attendance days in the month may vary. The full amount is required even if your child is absent, as long as they are enrolled. If you know your child will be withdrawing during the year, please notify us one month in advance and we will prorate the remaining tuition.

Make checks payable to: HUMC Preschool

PRESCHOOL PROGRAM:

AGES

Birthdates between October 1, 2010 and August 31, 2013 (If your child's birthday is between 4/1/13 and 8/31/13, they are eligible for preschool placement only if they are toilet trained)

ACTIVITY FEE

\$65 due October 1. This fee covers the theater shows and all in-school activities provided during the year.

TUITION 9:30-12:30 PROGRAM (see below for extended care prices)

-Three day program is \$1820 per year, divided into 10 payments of **\$182/month**.

-Four day program is \$2200 per year, divided into 10 payments of **\$220 / month**

-Four day Plus program is \$2700 per year, divided into 10 payments of **\$270/month**

(This is the four day program along with all the Fun Fridays)

CHILD'S MORNING OUT PROGRAM:

AGES

Birthdates between April 1, 2013 and August 31, 2015 (If your child's birthday is between 4/1/13 and 8/31/13, you should register them for the Child's Morning Out program if you are interested in a 2-day program, or if they are not toilet trained.)

ACTIVITY FEE

\$45 due October 1. This fee covers the theater shows and all in-school activities provided during the year.

TUITION 9:30-12:30 PROGRAM (see below for extended care prices)

- Two day classes are \$1420 per year, divided into 10 payments of **\$142 /month**
 - Three day classes are \$2060 per year, divided into 10 payments of **\$206 /month**
 - Four day classes are \$2530 per year, divided into 10 payments of **\$253 / month**
 - Four day Plus program is \$3100 per year divided into 10 payments of **\$310 / month**
- (This is the four day program along with all the Fun Fridays)

INFANT PROGRAM:

AGES

Birthdates on or after September 1, 2015

TUITION 9:30-12:30 PROGRAM (see below for extended care prices)

- One day per week is \$1050 per year, divided into 10 payments of **\$105 /month**
- Two days per week is \$1900 per year, divided into 10 payments of **\$190 /month**
- Three days per week is \$2700 per year, divided into 10 payments of **\$270 /month**
- Four days per week is \$3500 per year, divided into 10 payments of **\$350 /month**
- Five days per week is \$4200 per year, divided into 10 payments of **\$420 /month**

EXTENDED CARE:

CMO and Preschool

8:00-9:30 a.m. **\$8.00 per day**

12:30-5:30 p.m. **\$25.00 per day**

Both morning and afternoon **\$30.00 per day (\$135 per week for all 5 days)**

Extended care payments are due weekly on the first school day of each week.

Infants

\$8 per hour - times to be arranged with Ms. Debbi directly

DATES TO REMEMBER

9/8 7:00 p.m. Parent Orientation (**Parents Only**)

9/9 10:00-Noon OPEN HOUSE
(Child and parents meet teacher)

9/12 **School begins**

You will receive a complete school calendar in your confirmation packet, which will be mailed in July.