

# **Fall Registration 2019-2020 School Year**

## **WE WILL NOTIFY YOU IF YOU NEED TO COME TO THE LOTTERY ON JANUARY 31, 2019**

**We will draw lottery numbers separately for any spot needed, in the following order:**

**In house changes (First Group)**

**Siblings to our program and church members (Second Group)**

**Alumni families (Third Group)**

### **PLEASE READ THE FOLLOWING THOROUGHLY:**

**We will do our utmost to place all children in our program so that they may continue next year; however, some individuals may not get their first choice of days at registration. Also, we try our best to align our program with the age requirements of the Williamson and Davidson County school systems.**

**Therefore, class placements will mainly be determined by the child's age as of August 15, 2019.**

- Individuals with no change placement **must complete an application by 10:00 am on Friday, January 25<sup>th</sup> or their spot will be forfeited within our program.** There will be **no exceptions** to this. An invoice will then be sent through brightwheel and must be paid in full by January 29<sup>th</sup>. This fee is non-refundable. Individuals with changes should still submit an application by January 25<sup>th</sup> and a brightwheel invoice will be sent once placement is determined.
- **Current Doves and Chickadees** will be guaranteed their same days in the Chickadees or Toucans classes for the next school year. \* Parents, if you desire a change in your child's current days, you will need to complete an application with the requested change and we will notify you if you need to participate in the lottery on Thursday, January 31st. An invoice for the application fee will then be sent through brightwheel once placement is determined. **New next year:** All children in the Toucans class must be registered a minimum of two days.
- **Current Toucans** who attend M-W-F (all three days) will be guaranteed placement in the M-W-F Bluebirds or Cardinals class. Current Toucans who attend T/Th (both days) will be guaranteed placement in the T/Th Bluebirds, Cardinals or Robins class.

**Please note:** because the Bluebirds, Cardinals and Robins classes are only offered T/Th, MWF or M-F, those Toucans that do not already adhere to this schedule will be required to submit an application with the requested MWF, T/Th, or M-F schedule. \* Parents, we will notify you if you need to participate in the lottery on Thursday, January 31<sup>st</sup>. An invoice for the application fee will be sent through brightwheel once placement is determined.

Our Bluebirds, Cardinals and Robins classes focus on the development of children 31 – 47 months. In order to structure the curriculum in a developmentally appropriate way, we try our best to divide the children into older and younger groups. We require all children in the Bluebirds, Cardinals and Robins classes to be potty trained before they can attend these classes. Children still in diapers or Pull-Ups will not be allowed to attend after the first three-week grace period. Some children develop in this area at a different pace than others. If you feel that your child will not be potty trained by August 15, 2019, we suggest you enroll him/her in the Toucans class. If you do so, we cannot guarantee a spot in another class should you change your mind at a later date. If your child is in this grouping,

please review and sign the attached form indicating that you have read the potty training policies.

- **Current Bluebirds or Cardinals** who attend M-W-F will be guaranteed placement in the M-W-F Owls or Falcons class. Current Bluebirds, Cardinals or Robins who attend the T-Th program are guaranteed placement in the T-Th Owls class. Current Bluebirds and Cardinals who attend all five days are guaranteed placement in the Owls class for five days. (Some Bluebirds may move to the Cardinals class, depending on age and development.) \* Parents, if you desire a change in your child's current days, you will need to complete an application with the requested change and we will notify you if you need to participate in the lottery on Thursday, January 31st. An invoice for the application fee will then be sent through brightwheel once placement is determined.
- **Current Owls & Falcons** who attend M-W-F will be guaranteed placement in the M-W-F Eagles class. Current Owls who attend all five days are guaranteed placement in the Eagles class for five days. \* Parents, if you desire a change in your child's current days, you will need to complete an application with the requested change and we will notify you if you need to participate in the lottery on Thursday, January 31st. An invoice for the application fee will then be sent through brightwheel once placement is determined.

**Please Note:** If you are called to attend the lottery registration and cannot be present, please have someone (other than a day school staff member) attend and draw for you.

**CHILD'S APPLICATION 2019-2020**

Full name of child \_\_\_\_\_ Name child prefers \_\_\_\_\_

Child's date of birth \_\_\_\_\_ Age as of August 15, 2019 \_\_\_\_\_

(Please note: Children entering the Bluebirds - Eagles classes **must** be potty trained. Pull-ups are not allowed in these classes).

**Parents**

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Address (where child resides) \_\_\_\_\_

City/ZIP \_\_\_\_\_ E-mail \_\_\_\_\_

Mother's cell phone \_\_\_\_\_ Father's cell phone \_\_\_\_\_

Mother's place of employment/work phone \_\_\_\_\_

Father's place of employment/work phone \_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

Are you a member of a church or faith community? \_\_\_\_\_ Please list \_\_\_\_\_

**Transportation (Mandatory)**

To ensure the safety of your child, please list other adults to whom your child may be released or who are authorized to provide transportation for your child. The person(s) designated as your emergency contact **must** be listed here also. At no time will a child be released to anyone, including a parent or other designated person, whose behavior may place the child in immediate risk.

\_\_\_\_\_  
\_\_\_\_\_

**Emergency Information (Mandatory)**

Please list someone (other than a parent) authorized to make decisions should we not be able to reach you. This person must be local (within 30 minutes of the school).

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Work phone \_\_\_\_\_

Address \_\_\_\_\_

**Physician Information (Mandatory)**

Name of physician \_\_\_\_\_ Office phone \_\_\_\_\_

Address \_\_\_\_\_ City/ZIP \_\_\_\_\_

**Allergies (Mandatory)**

Does your child have any allergies? If so, what? \_\_\_\_\_

Does your child use an Epipen? \_\_\_\_\_

I hereby authorize Forest Hills UMC Day School, to whose care the above-named minor has been entrusted, to consent to an x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician and surgeon licensed under the provisions of the Medical Practice Act, or to consent to an x-ray examination, anesthetic, dental or surgical diagnosis or treatment, and hospital care to be rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act.

I further authorize Forest Hills UMC Day School to have the above-named minor released into the custody of its representative, should hospital care no longer be required. This form will be used only in an extreme emergency, when said parents or guardians cannot be, or are unable to be, contacted.

\_\_\_\_\_  
\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**(PLEASE TURN OVER)**

Class options are as follows. Please circle the day(s) that you would like for your child to attend:

Doves: 6 weeks – 11 months	M	T	W	Th	F
Chickadees: 12 – 23 months	M	T	W	Th	F
Toucans: 24 – 30 months: <b>MUST CHOOSE AT LEAST 2 DAYS</b>	M	T	W	Th	F
Bluebirds/Cardinals/Robins: 31-47 months	MWF		T/Th		M-F
Falcons: 48-59 months	MWF				
Owls: 48-59 months					M-F
Fives: 60 months and up	MWF				M-F

Please note: Children's class placements are taken very seriously and many factors such as age, gender, learning style and personality are taken into consideration.

**2019-2020 Fees**

Days Attending	1 day	2 day	3 day	4 day	5 day
Doves/Chickadees	\$150	\$277	\$404	\$515	\$625
Toucans		\$245	\$349	\$467	\$556
Bluebirds/Cardinals/Robins		\$245	\$342		\$520
Falcons			\$342		
Owls					\$520
Eagles			\$342		\$520
Supply Fee*	\$95	\$100	\$105	\$110	\$115
Registration Fee**	\$85	\$85	\$85	\$85	\$85

\* The first installment and supply fee are due on or before May 15, 2019. These are both **NON-REFUNDABLE**. Additional installments are due by the first of each month beginning in September 2019 and continuing until May 2020. You will be billed for these through brightwheel.

\*\* The registration fee is **NON-REFUNDABLE** and must be paid at the time of registration to guarantee your child a place in the program this fall. If you paid a \$25 waiting list fee, this will be applied to the registration fee and therefore, the remaining registration fee will be \$60.

\*\*\*Forest Hills UMC Day School reserves the right to cancel or alter any classes that do not meet minimum ratios. I have read and understand the above pricing and policies and I acknowledge that I have toured the facility:

\_\_\_\_\_  
(signature) (date)

**For office use only:**

Class \_\_\_\_\_ Days \_\_\_\_\_ Tuition \_\_\_\_\_ Reg. Fee Pd. \_\_\_\_\_ Sup. Fee Pd. \_\_\_\_\_ Tuition Pd. \_\_\_\_\_