

HUMC
Preschool &
Kindergarten

Registration Packet 2020/2021

"Train up a child in the way he should go; when he is old he will not depart from it." - Proverbs 22:6

Hernando
United Methodist

Hernando UMC Preschool & Kindergarten

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Registration Packet

Thank you so much for your interest in our preschool. We have a reputable school that is well established in the community. Our teachers are well educated and come from a variety of backgrounds. Over half of our staff is certified. We have designed our curriculum to prepare children for school entry. Our preschool is a wonderful ministry of the Hernando United Methodist Church. The church's goal is to spread the love of Jesus to the children and families in the community by teaching children through Bible lessons in the classroom and weekly chapel services with the children's minister.

3K- A 3-day a week program for children who turn 3 on or before September 1. We meet Monday, Wednesday, and Friday 8:00am – 12:00pm. Children are expected to be ***potty-trained before the first day of school***. Pupil to teacher ratio is 2:14. The cost is \$1,805 per year or may be paid \$190 monthly (August-May).

4K- A 5-day a week program for children who turn 4 on or before September 1. We meet Monday through Friday 8:00am – 12:00pm. Pupil to teacher ratio is 2:15. The cost is \$2,137 per year or \$225 monthly (August – May).

Kindergarten- A 5-day a week certified Kindergarten program for children who turn 5 on or before September 1. We meet Monday through Friday 8:00am – 12:00pm. There is a Certified Kindergarten Teacher and a teacher's assistant in each classroom. The maximum number of students in the classroom will be 15. Students in this program will follow the Kindergarten Guidelines set by the Mississippi Department of Education and Desoto County Schools. The cost is \$2,375 per year or \$250 monthly (August – May).

Exceptions to birthdate class placement may be made if the child tests accordingly developmentally and the birthdate falls before October 15. Class placement is not final or guaranteed until September 1. Teacher and class assignments may be modified until then. **Requests will be taken into consideration, but are NOT guaranteed.** Class placement is designed to be the most effective to each individual student.

Tuition- It is due on the first day of each month beginning in August and is considered late on the 15th. If you pay annual tuition in full by August 31, you will receive a 5% discount. There are NO REFUNDS if child is withdrawn before the completion of the school year, if you pay for the year in full.

Early Bird- For a fee of \$75 a month for 4k and kindergarten and \$45 a month for 3k, you may drop off your child at 7:30 each morning.

Extended Care- Mother's Day Out offers extended care on Tuesdays and Thursdays for 4k/5k. Registration is available through the MDO program.

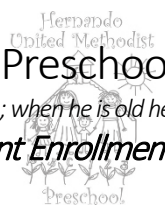
Enrollment - Applications will be accepted weekdays 8:00 am – 12:00 pm. Registration is on a “first-come” basis. Return the completed application along with the **NON-REFUNDABLE** registration fee of \$160.00 to the Preschool office. This fee includes curriculum, supplies, and in house or location field trips. Please make checks payable to HUMC Preschool. All students will need to have a Mississippi Certificate of Immunization (**Form 121**) on file before attending school.

Wait List- Once an age group has reached capacity, names will be taken for our Waiting List. Families will be contacted in the order that they are placed on the list as openings become available. Families will have 24 hours to decide and pay the registration fee.

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Student Enrollment Form



Please provide a complete response to each question or write n/a.

Student's Full Name: _____ Birthdate: _____ Class: _____

Home Address: _____ Contact Phone: _____

_____ Contact Email: _____

Mother's Name: _____ Father's Name: _____

Place of Employment: _____ Place of Employment: _____

Work Address: _____ Work Address: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Gender: _____ Race/Ethnicity: _____ Shirt Size (at time of school starting): _____ Preferred Name: _____

Parents are _____ married/together _____ separated _____ divorced

Do parents share custody? _____ Yes _____ No _____ has physical custody

Are there court documents supporting custody arrangements? _____ Yes _____ No

Please provide copies of any legal documentation in adoption cases and restrictive custody cases.

Emergency Contacts (Please list at least 2 contacts who can be called in case parents are unavailable)

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

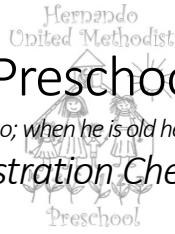
Persons authorized to pick up student

List any specials needs, allergies, or medications of above student:

Is your child toilet trained? _____ Yes _____ No **Student must be potty trained before the first day of class.**

Parent Signature: _____ Date: _____

Date turned in: _____ Class Assigned: _____ Wait List: _____ 121: _____ Initials: _____ Withdraw Date: _____



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Registration Checklist

Read and initial appropriate answers:

1. I have been informed that Hernando UMC Preschool & Kindergarten (HUMC P&K) does provide liability insurance for my child. _____
2. I have been given a copy and have read MSDH Regulation Summary for Parents. _____
3. My child may be photographed at HUMC P&K. _____
4. My child's photograph may be used on affiliated websites/social media with HUMC P&K. _____
5. My child may take field trips with HUMC P&K. A designated guest will accompany my child. _____
6. HUMC P&K may give my child emergency medical treatment if needed. _____
7. I will need Early Bird services. Circle and initial if needed. _____
4k and K (\$70 per month) 3k (\$45 per month)
I will NOT need Early Bird service. _____
8. \$160 NON-REFUNDABLE annual registration/curriculum fee is due with this packet. If for any reason, the student is withdrawn from HUMC P&K, there is NO refund. _____
9. Complete 121 Form must be on file with the facility before child attends. _____

Parent Signature: _____

Date: _____

Child: _____



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings & Grounds
- Rights of Entry & Violations
- Health, Hygiene, Safety
- Facility Policies & Procedures
- Nutrition & Meals
- Personnel Requirements
- Discipline & Guidance
- Records
- Transportation
- Reports
- Diapering & Toileting
- Staff Requirements
- Swimming & Water Activities
- Program Activities
- Feeding of Infants & Toddlers
- Children with Special Needs
- Night Care
- School Age Care
- Summer Day Camp & School Age Programs
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions & Penalties
- Release of Information
- Rest Periods
- Equipment, Toys, Materials

APPENDICES

- Appendix A – Child Abuse & Neglect Reporting
- Appendix B – Reportable Diseases
- Appendix C – Nutritional Standards
- Appendix D – Playground Safety Standards
- Appendix E – Dishwashing Procedure
- Appendix F – Hand washing Procedure
- Appendix G – Diaper Changing Procedure
- Appendix H – Cleaning & Disinfection Procedure
- Appendix I – Communicable Disease/Conditions & Return of Child Care Guidelines

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthymms.com (from the left menu, select *Licensure*, then *Child Care & Youth Camps.*) You may direct your questions to your local licensing officials, or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact your local licensing official

Tabitha Binum at 662-612-0320