

Dear Parent,

Thank you for your interest in the Methodist Play & Learn (MPL). This class is for children who will be three (3) years of age by August 1 of the year the child will attend the program. The preschool is a nonsectarian, not-for-profit school which serves to allow a child to become accustomed to being away from home on a regular basis in a social and learning environment. This early experience is intended to foster an awareness of other children and caregivers as well as an appreciation for learning. Experiences will be provided to meet individual needs and stimulate learning in all developmental areas – physical, social, emotional, and intellectual.

Our OBJECTIVES are:

1. To separate from home and learn to trust other friendly adults.
2. To begin to learn to listen in a group situation and follow simple directions.
3. To enjoy a choice of toys and games and to share these with others and learn to settle differences peacefully.
4. To have the opportunity to develop small and large muscles.
5. To make new friends and begin to learn skills of negotiation, cooperation, and socialization.
6. To enjoy and appreciate a variety of music and art and use these mediums as a way to express feelings.
7. To begin exposure to educational activities that will eventually help prepare for school entrance.

Our preschool is not a cooperative, thus you are not required to help in the classroom but may choose to on parent helper days. Parents are needed as substitutes, snack providers, and party organizers (Halloween, Christmas, and Valentine's Day). Your child will be excited to see your interest in their school. Sign-up sheets will be available at the Open House in August.

If you would like to enroll your child, please remember to send the \$25 registration fee with your child's completed and signed enrollment application. Also, please make a note on your calendar that the September tuition payment is due by August 1.

We look forward to having your child in our program. Please call us with any questions that you may have. Our staff and Board of Directors work very hard so that you and your child will have a pleasant and rewarding preschool experience!

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Director:	Heather Warbritton	635-6886
Registrar:	Janice Knollmeyer	761-4348

ENROLLMENT PRACTICES AND PROCEDURES  
(Please Read before Sending in Your Child's Application)

1. The Methodist Early Learning (MEL) is a non-sectarian and a not-for-profit program sponsored by the First United Methodist Church. It is operated by a Board of Directors which includes members from inside and outside the church.
2. Two Play and Learn preschool sessions are available. Both classes meet from 9 to 11:30 a.m. One class meets on Monday, Wednesday and Friday and the other meets on Tuesday and Thursday. Each class enrolls up to fourteen (15) children and is team taught by two teachers. Classes begin near the 1<sup>st</sup> of September and continue until mid-May.
3. Extended Care: Extended Care is available from 7:45 to 9:00 a.m. Monday through Friday mornings. The cost for Extended Care is \$25 per month for 3 days or \$15 per month for 2 days (or \$5 per day if used on an occasional drop-in basis). If you are interested in Extended Care, an additional \$5 registration fee is required.
4. To be eligible for the Play and Learn program, the child must be three (3) years of age by August 1 of the year the child will attend the program. The child must also be toilet trained.
5. **A \$25 registration fee is due at the time of registration.** This fee is non-refundable unless the child is on the waiting list and does not have a place in the class by October 1 of that school year. In order for the child to be enrolled in the school, the enrollment application and the registration fee must be sent to the school. The effective date of the application is the date the application and registration fee are received by the school. All applications are processed by the effective date. If the class is full, the child may be placed on a waiting list. Applicants will be notified of such status.
5. The total tuition cost for the 2010-2011 school year for the 3 day session is \$900, which should be paid in monthly payments of \$100. Total tuition for 2 day session is \$675 to be paid in monthly payments of \$75. **September's tuition is due by August 1 to hold your child's place. If tuition is not received by August 15, your child will be dropped from MPK.** Regular payments will begin in October since September's payment is due by August 1. Please make checks payable to "Methodist Early Learning." We do not accept cash payments. Each monthly payment is DUE by the 1<sup>st</sup> of the month. The payments should be mailed to the school and will be processed by the school's accounts receivable treasurer. Payment booklets will be supplied by the school. **Any check that is returned to us for insufficient funds is subject to a \$25 charge and must be paid with a money order, along with any accrued late fees.**
6. All enrollments are for the **FULL** school year. If you need to drop from the program, please give 30 days' notice. The tuition payment is due for the current month.
7. After reading the enrolment practices and procedures information sheet and completing and signing the enrolment application form, send it with the registration fee to the school.

1. Child's full name \_\_\_\_\_ 2. Sex \_\_\_\_\_

3. Name child is called \_\_\_\_\_ 4. Date of birth \_\_\_\_\_

5. Brothers (name, age \_\_\_\_\_) Sisters \_\_\_\_\_

6. Father's name \_\_\_\_\_ Mother's name \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home telephone # \_\_\_\_\_ E-mail \_\_\_\_\_

7. Father's occupation \_\_\_\_\_

8. Mother's occupation if outside the home \_\_\_\_\_

9. Who cares for the child if both parents work? \_\_\_\_\_

10. Previous school / group experiences

\_\_\_\_\_

\_\_\_\_\_

11. Church affiliation \_\_\_\_\_

12. Additional information about family, environment, etc.

\_\_\_\_\_

\_\_\_\_\_

13. Are there any health concerns or conditions we should be aware of?

\_\_\_\_\_

\_\_\_\_\_

**Yes, I have read and understand the attached information sheet and agree to those terms.**

\_\_\_\_\_  
Signature of applicant

RANK SESSION PREFERENCE:  
Monday/Wednesday/Friday AM \_\_\_\_\_  
Tuesday/Thursday AM \_\_\_\_\_

EXTENDED CARE (7:45-9:00 AM) \_\_\_\_\_

\_\_\_\_\_  
Relationship to child Date

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Date rcv'd \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date acknow'd \_\_\_\_\_  
Notes \_\_\_\_\_  
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