



## 2018-2019 APPLICATION, REGISTRATION AND ENROLLMENT AGREEMENT

### 3300 MOCKINGBIRD LANE, DALLAS, TEXAS 75205

Please print legibly in blue or black ink and sign each page.

Child's date of birth: \_\_\_\_\_

Child's Last Name	First Name	Middle Name	Name Child is Called	Age Sept. 1, 2018	Gender
Child's Home Address		City, State, Zip		Home Phone	
Family Email Addresses (Please list all to which information may be sent.)					

Church Membership of Father (If HPUMC, list date joined.) Church Membership of Mother (If HPUMC, list date joined.)  
 (HPUMC membership date must be included for members of our congregation. Please contact the Membership Dept. at 214-523-2122 for the date if unknown)

Father's Name	Father's Home Address (if different from child's address)	City, State, Zip	Home Phone  Cell Phone
Father's Occupation	Father's Business	Business Address	Work Phone
Mother's Name	Mother's Home Address (if different from child's address)	City, State, Zip	Home Phone  Cell Phone
Mother's Occupation	Mother's Business	Business Address	Work Phone

If parents are divorced or separated, please provide the following information regarding the non-custodial parent along with a copy of the custody agreement and a calendar of visitation dates and times (required for admission).

Non-custodial Parent Name	Address	City, State, Zip	Phone(s)	Email Address
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#### Non-refundable application fee: \$100.00 for new applicants

<b>ALL-DAY CLASSES (7:30am-6:00pm)</b> <b>\$500 non-refundable enrollment fee</b>  __ A. Infants \$1750/month (6 wks. - 10 mos. as of 9/1/18)  __ B. Toddlers \$1650/month (10 - 23 mos. as of 9/1/18)  __ C. Twos \$1510/month (2 yrs. by 9/1/18)  __ D. Threes \$1390/month (3 yrs. by 9/1/18)  __ E. Fours \$1250/month (4 yrs. by 9/1/18)  __ F. Bridge to Kindergarten \$1300/month (5 yrs. By 9/1/18)	<b>HALF DAY CLASSES</b> <b>\$500 non-refundable enrollment fee</b>  __ G. MW Transitional Twos \$2275/semester 8:45am-2:00pm (18 mos. by 4/30/18)  __ H. TTH Transitional Twos \$2275/semester 8:45am-2:00pm (18 mos. by 4/30/18)  __ I. MWF Twos \$2325/semester 8:45-11:45am (2 yrs. by 4/30/18)  __ J. TTH Twos \$1775/semester 8:45-11:45am (2 yrs. by 4/30/18)  __ K. MWF Threes \$2150/semester 8:45-11:45am (3 yrs. By 9/1/18)  __ L. M-F Threes \$2750/semester 8:45-11:45am (3 yrs. by 9/1/18)  __ M. M-F Fours \$2800/semester 8:45-11:45am (4 yrs. by 9/1/18)  __ N. Bridge to Kindergarten \$3900/semester 8:45am-2:00pm (5 yrs. by 9/1/18)	<b>HALF DAY ADD ON OPTIONS</b>  <b>Twos, Threes, Fours:</b>  <b>Stay &amp; Play - \$450 per semester per day</b>  __ 1 day \$450 __ 2 days \$900 __ 3 day \$1350 __ 4 days \$1800  <b>Circle preferred days if you know them:</b>  MONDAY TUESDAY WEDNESDAY THURSDAY  (Days may be selected at the beginning of the semester.)  <b>Bridge to Kindergarten:</b>  __ Early Bird (7:30-8:45am) \$500/semester  __ Extended Day (7:30-8:45am & 2:00-4:00pm) \$1450/semester
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Parent Signature

Date



# HPUMC DAY SCHOOL

## 2018-2019 APPLICATION, REGISTRATION AND ENROLLMENT AGREEMENT 3300 MOCKINGBIRD LANE, DALLAS, TEXAS 75205

Is your child currently enrolled in school? Yes \_\_\_ No \_\_\_ Where? \_\_\_\_\_

School Director's name and contact number \_\_\_\_\_

Does your child have any special health, developmental or behavioral requirements? Yes \_\_\_ No \_\_\_

If yes, please describe \_\_\_\_\_

Siblings? \_\_\_\_\_

Name	Age	School	Name	Age	School
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How did you learn of our school? \_\_\_\_\_

### EMERGENCY CONTACTS

Please list local residents who have your permission to pick up your child from school and may be called in an emergency if you as parents cannot be located. Parents, please do not list your names in these spaces. At least three names and phone number should be listed for the child to enroll. Please call the HPUMC Day School office with changes in the information during the school year.

Name	Address		
Relationship	Cell	Home	Work

  

Name	Address		
Relationship	Cell	Home	Work

  

Name	Address		
Relationship	Cell	Home	Work

\_\_\_\_ I hereby give consent for my child to be transported and supervised by the employees of HPUMC Day School in the event of the need for emergency medical care or illness.

### AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event that I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician	Address	Phone
Name of Emergency Medical Facility	Address	Phone

I give consent for the facility to secure any and all emergency medical care for my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## PARENT ENROLLMENT AGREEMENT

Please read each statement below. I understand and agree to the following policies:

### GENERAL:

- It is my responsibility to read and respond to all communications from the school, including emails, written notices in my child's mailbox, the policy handbook and notices posted at the classroom sign-in desk.
- I agree to keep all information on the Enrollment Form and other HPUMC Day School records up-to-date.
- Parents will be notified in writing regarding all policy and procedure changes.
- The complete Enrollment Packet, which includes my child's current Immunization Record, his/her Medical Information Form, and, if age 4 or older, his/her most recent Vision and Hearing Screening Report, along with all applicable fees, must be returned before my child will be admitted to the HPUMC Day School.
- Parent conferences will be schedule on a regular basis. However, the HPUMC Day School will keep me informed of special problems or situations which affect my child as they occur. I may also contact the HPUMC Day School Director at any time with my concerns and/or questions. I agree to attend at least one conference a year.
- I may visit the HPUMC Day School center at any time during normal hours of operation in order to observe my child, the center's operation and program activities, without having to secure prior approval.
- My child will be released only to persons I have officially authorized.
- We serve both AM and PM snacks and a hot lunch that meet all nutritional guidelines set forth by the Minimum Standard Rules for the State of Texas.
- Biting occurs occasionally in centers for young children, and each incident is dealt with on an individual basis and in accordance with procedures recommended by recognized authorities.
- The school cannot be responsible for personal belongings, including jewelry, money and special items brought to school.
- I give my permission for my child to participate in supervised water play as part of the activities at the HPUMC Day School.
- When an animal is present at school, parents will be notified and the animal's veterinary records will be kept in the office.
- Parent participation and involvement are a very important part of the HPUMC Day School, and active participation in the total program is strongly encouraged.
- By registering for the HPUMC Day School, I give permission for my child's photo to be used in HPUMC publications, print and online, unless the HPUMC Day School is given a written request to the contrary.

### HEALTH & SAFETY:

- So that the school can create an optimal learning environment for my child, I am responsible for informing the HPUMC Day School concerning special health, physical, social, or emotional needs my child may have, including those present before enrollment. These include medications, allergies, existing or pre-existing illnesses, injuries, hospitalizations or other conditions and information from diagnostic testing.
- The HPUMC Day School cannot provide care for sick children, and I agree to comply with the program's written policies concerning illness, which include compliance with the Communicable Disease Appendix of the Minimum Standard Rules for the State of Texas.
- I will pick up my child within one hour of notification when it is necessary to remove him/her from school.
- Medication with a prescription label will be administered only to children enrolled in the All Day classes. Medicine dispensation forms are available in the office and will need to be filled out each day. Non-prescription medications can only be administered with a doctor's note.
- If my child becomes ill or is injured, I authorize the HPUMC Day School and its agents to obtain emergency medical treatment and I hereby release said program and its agents from liability for action taken pursuant to this release. In case of a security emergency, I authorize the HPUMC Day School to transport my child to a secure location.
- Parents will be notified by phone, email or text regarding any emergency affecting their child. Notices regarding communicable disease occurrences will be will be emailed and/or sent home with each child exposed.
- According to the Texas Family Code, the HPUMC Day School staff is obligated to report any suspicion of child abuse.
- The area within 1000 feet of HPUMC and the HPUMC Day School is considered a gang-free zone in accordance with state licensing standards.
- There is a poster in the Main Office which provides information on how I may contact the local Licensing office, PRS child abuse hotline, and PRS website. A copy of the State of Texas Minimum Standard Rules for Child-Care Centers is available for review along with the center's most recent Licensing Inspection Report.
- A child may be dismissed from the program if (a) the HPUMC Day School is unable to meet the physical, mental, or emotional needs of the child, or (b) the parents do not comply with HPUMC Day School policies.

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Parent Signature

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Date

## **Discipline and Guidance Policy**

Discipline and guidance are a part of the overall plan for nurturing the healthy growth and development of each of our children. To that end, the discipline used in guiding a child must be:

- + individualized and consistent for each child;
- + appropriate to the child's level of understanding; and
- + directed toward teaching the child acceptable behavior and self-control.

In order to accomplish the mission of HPUMC DAY SCHOOL, our teachers and caregivers may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, including these and other appropriate methods:

- + using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
- + reminding a child of behavior expectations daily by using clear, positive statements;
- + redirecting behavior using positive statements and alternate choices;
- + using brief supervised separation or time away from the group when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Because we believe that children are a precious gift from God and that our responsibility is to create a loving, safe environment, our classroom guidance will include none of the following:

- + corporal punishment or threats of corporal punishment;
- + punishment associated with food, naps or toilet training;
- + pinching, shaking or biting a child;
- + hitting a child with a hand or instrument;
- + putting anything in or on a child's mouth;
- + humiliating, ridiculing, rejecting or yelling at a child;
- + subjecting a child to harsh, abusive, or profane language;
- + placing a child in a locked or dark room, bathroom or closet with the door closed;
- + requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Teachers will read and sign that they have read and understand the policy.

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Parent Signature

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Date

## **PAYMENT POLICIES**

- Payment options include cash, check, electronic funds transfer, or credit card. Checks should be made payable to HPUMC Day School.
- Credit Card payments must be set-up in advance and include a 2.5% increase in tuition for the option to pay by credit card.
- All families are required to have a default payment method (ACH or Credit Card) on file to be processed if payment is not received within 10 days of the due date.
- There will be a \$25 charge on all returned checks, payable with cash or a certified check.
- Parents can view their account balance, payment ledger, and contact information online via the MyProcure Parent Portal.
- Tuition assistance for families experiencing a hardship is available through the Allison Anne Herrin Memorial Fund. Contact the Day School Director for information and a confidential application form.

*Read the following policies carefully. It is the parent's responsibility to read and understand payment due dates, withdrawal notification requirements, and refund policies.*

### **ALL DAY TUITION & REFUND POLICY**

\_\_\_\_\_ (Initial) Tuition for All Day Classes is due on the first of each month and is non-refundable. All application and enrollment fees are non-refundable. A late fee of \$25 is added after the 10th of the month and default payment is not on file.

\_\_\_\_\_ (Initial) *A 30-day written notice is required for a child's withdrawal from the program. A full month of tuition will be billed if notice is not received prior to the first of the month.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### **HALF DAY TUITION & REFUND POLICY**

\_\_\_\_\_ (Initial) Fall 2018 semester tuition is due February 20, 2018.

\_\_\_\_\_ (Initial) Spring 2019 semester tuition is due August 1, 2018.

\_\_\_\_\_ (Initial) A \$25 late fee is added after February 20 and August 1.

\_\_\_\_\_ (Initial) Half Day tuition paid in advance for the upcoming school year will be eligible for a refund (1) if such request is made in writing on or before March 31, 2018, (2) if HPUMC Day School is able to meet capacity for that age group by the start of the upcoming school year (September 1), and (3) when all tuition payments have been received. The application and enrollment fees are non-refundable.

*After March 31, 2018, no refunds will be given for any reason.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date