



The Wethersfield United Methodist Church  
Preschool  
150 Prospect Street  
Wethersfield, CT 06109  
(860) 529-2025

Charla McCoy  
Director  
Stephanie Anderson  
Assistant Director

January 5, 2017

Dear Families,

We are having an exciting, fun-filled time at our Preschool this year and are looking forward to what lies ahead! We appreciate your interest in our school and eagerly anticipate spending many happy hours with your children.

We have attached a registration packet for your child. **Please be sure to fill it out in its entirety, both the front and back of each page in the packet**, and sign your name in the numerous places where your signature is required. A completed registration packet, along with the **\$100 non-refundable deposit**, completes the initial registration process and will guarantee your child's placement in our preschool. **This deposit is applied toward payment of the tuition fee for the 2017-18 school year.** At this time, you may also register your child for enrollment in our Enrichment Programs (Little Explorers, Creative Arts+, and the PLUS Program). A **\$50 deposit per Enrichment Program** will guarantee a place for your child in these classes. The completed registration packet may either be returned by mail or dropped off at the preschool. Registration for the 2017–2018 school year will begin at the preschool on Wednesday, January 18, 2017, from 6:30 to 7:30 p.m. Applications will be accepted until all classes are filled. You are welcome to visit us that evening to return your completed registration packet and/or tour the classrooms.

**In order for your child to begin school in September, a current Early Childhood Health Assessment Record must be on file at the preschool by September 1, 2017.**

All applications are processed in the order in which they are received and the children will be enrolled accordingly. If a class for which you have registered your child becomes full, your child will be placed on a waiting list, and you will be notified by the preschool.

We are truly proud of our Preschool and feel we have a wonderful program to offer you and your children. We look forward to meeting you and having you and your family become a part of our preschool!

Thank you for your interest in our preschool. If you need additional information, please contact Charla McCoy, Ext. 124 or Stephanie Anderson, Ext. 115 at 860-529-2025.

Very truly yours,

The Wethersfield United Methodist Church Preschool Staff

Date Application Received\_\_\_\_\_

**THE WETHERSFIELD UNITED METHODIST CHURCH  
PRESCHOOL**

150 Prospect Street, Wethersfield, CT 06109  
Telephone 860-529-2025

**Application for Admission 2017–2018 school year**

**Please print**

Child's Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Name to call child \_\_\_\_\_ Date of birth \_\_\_/\_\_\_/\_\_\_

Name you would like your child to recognize and learn to write \_\_\_\_\_

What is the primary language spoken at home? \_\_\_\_\_

**Father's Name** \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Occupation \_\_\_\_\_

Place of employment \_\_\_\_\_ Work phone \_\_\_\_\_

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

**Mother's Name** \_\_\_\_\_ Home phone \_\_\_\_\_

Home Address \_\_\_\_\_ Occupation \_\_\_\_\_

Place of employment \_\_\_\_\_ Work phone \_\_\_\_\_

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

E-mail address (**Please print clearly**) \_\_\_\_\_

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

Please circle – **I DO/DO NOT** want my student's information: name, parents' name, address, and telephone number placed on a list that will be distributed to the parents in my child's class.

Name, age & sex of other children in your household \_\_\_\_\_

Has your child had any previous group experience? (i.e. preschool, play group, etc.) (Yes/No) Explain

Children must be toilet trained prior to starting school in September (to be able to pull up and down underwear/pants/skirts and to independently clean themselves.) \_\_\_\_\_ **Please initial**

Explain what you hope your child will gain from the preschool experience.

Briefly, describe your child's strengths \_\_\_\_\_

Weaknesses \_\_\_\_\_ Right handed/Left handed? R L

Speech/language skills \_\_\_\_\_

Relationships with other children \_\_\_\_\_

Holds pencil correctly Yes/No Uses scissors correctly Yes/No

Is there anything about your child's behavior that concerns you? (Yes/No) Explain \_\_\_\_\_

Has your child received any early intervention services? (Yes/No) Explain \_\_\_\_\_

Are there any special learning needs that you child has that we should be aware of (i.e. attention span, inability to sit still, etc.)? (Yes/No) Explain \_\_\_\_\_

Does your child have any physical limitations or concerns? (Yes/No) Explain \_\_\_\_\_

Is your child currently taking prescription medication? (Yes/No) Medication/Dosage: \_\_\_\_\_

Would you be interested in participating in a Parent Volunteer Committee (assisting preschool staff with a variety of tasks) (Yes/No)

**Dismissal Information**

Are there any special concerns regarding custody of your child? (Yes/No) Explain \_\_\_\_\_

Are there any specific individuals who are **not allowed** to pick up your child from school? (Yes/No)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**In addition to the child's parents, permission is given for the following person(s) to pick up my child:**

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ phone \_\_\_\_\_

If someone other than the persons listed above will be picking up my child, I will send a written permission slip stating the name and relationship of that individual.

**Permission to participate in walking field trips**

Please circle – I **DO/DO NOT** give permission for my child \_\_\_\_\_ to participate in walking field trips scheduled by the preschool.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Enrollment in The Wethersfield United Methodist Church Preschool is complete upon receipt of:**

- \_\_\_ Signed Application
- \_\_\_ Signed Tuition Contract
- \_\_\_ Signed Emergency Medical Permission Form
- \_\_\_ Paid deposit. Please make checks payable to WUMC Preschool.
- \_\_\_ Completed Student Information Sheet
- \_\_\_ Signed Media & Photograph Release Form
- \_\_\_ Current **Early Childhood** Health Assessment Record

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(May be signed by either parent or legal guardian)

**Wethersfield United Methodist Church Preschool  
Tuition Contract 2017-2018**

**\*\*\*TUITION RATES ARE BASED ON A 35-WEEK SCHOOL CALENDAR\*\*\***

I (We) agree to pay the tuition as follows: (Please check off program choice)

- |  |  |
|--|--|
| <input type="checkbox"/> <b><u>3 YEAR OLD PROGRAM – \$1,600.00 TOTAL</u></b><br>Tues. & Thurs. 8:45 – 11:15 am<br><br>June 1st payment - \$500                      October 1st payment - \$500                        | <b><u>\$100 Non-refundable deposit with application applied to tuition total</u></b><br><br>February 1st payment - \$500 |
| <input type="checkbox"/> <b><u>4 YEAR OLD MORNING PROGRAM – \$1,732.00 TOTAL</u></b><br>Mon., Wed., & Fri., 8:45 – 11:15 am<br><br>June 1st payment - \$544                      October 1st payment - \$544           | <b><u>\$100 Non-refundable deposit with application applied to tuition total</u></b><br><br>February 1st payment - \$544 |
| <input type="checkbox"/> <b><u>4 YEAR OLD AFTERNOON PROGRAM – \$2,005.00 TOTAL</u></b><br>Mon., Tue., Wed., & Thurs., 12:00 – 2:30 pm<br><br>June 1st payment - \$635                      October 1st payment - \$635 | <b><u>\$100 Non-refundable deposit with application applied to tuition total</u></b><br><br>February 1st payment - \$635 |
| <input type="checkbox"/> <b><u>Pre-KINDERGARTEN PROGRAM – \$2,005.00 TOTAL</u></b><br>Mon., Tue., Wed., & Thurs., 12:00 – 2:30 pm<br><br>June 1st payment - \$635                      October 1st payment - \$635     | <b><u>\$100 Non-refundable deposit with application applied to tuition total</u></b><br><br>February 1st payment - \$635 |

**OPTIONAL ENRICHMENT PROGRAMS REGISTRATION  
(Please refer to the individual Enrichment Program Fliers for class dates and tuition fees)**

<u>Creative Arts+</u>		<u>PLUS Program</u>		<u>Little Explorers</u>	
<b>Mon. &amp; Wed. AM</b>		<b>Mon. &amp; Wed. PM</b>		<b>Tues. &amp; Thurs.</b>	
9:00-12:00		11:15-2:15		AM 9:00-12:00	
<input type="checkbox"/> Full Year		<input type="checkbox"/> Full Year		<input type="checkbox"/> Full Year	
\$50 Deposit Rec'd _____		\$50 Deposit Rec'd _____		\$50 Deposit Rec'd _____	

**As outlined in this contract, I (We) agree to the following terms:**

1. Tuition can be paid in full any time prior to February 1, 2018. Tuition must be paid in full as noted on individually signed payment plan agreements.
2. There will be a \$15.00 service charge for all returned checks.
3. As a policy, we do not offer reductions in tuition for absences or withdrawals. However, reimbursement for individual circumstances may be considered.
4. The Preschool reserves the right, at any time, to request the withdrawal of any student if his/her presence is detrimental to the health or progress of other pupils. In such cases, a pro-rated refund of tuition will be made.
5. Tuition payments must be up to date in order for students to attend classes.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (May be signed by either parent or legal guardian)  
 Print Name \_\_\_\_\_

A COPY OF THIS CONTRACT WILL BE ON FILE AT THE PRESCHOOL.  
 PARENTS WILL BE PROVIDED A COPY OF THIS CONTRACT.

Wethersfield United Methodist Church Preschool  
150 Prospect Street, Wethersfield, CT 06109  
(860) 529-2025  
2017-2018

**EMERGENCY MEDICAL PERMISSION FORM**

**IN CASE OF EMERGENCY: Staff will call 911**

I hereby give permission for the Preschool staff to assess the situation and administer first aid. I also give permission for my child \_\_\_\_\_ to receive emergency medical treatment by Emergency Medical personnel (EMT) if necessary.

I give permission for my child \_\_\_\_\_ to be transported to and receive emergency medical treatment at the nearest available hospital, if necessary. My hospital of choice would be \_\_\_\_\_.

Pediatrician \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

In the event of a medical or other emergency and the parents cannot be reached, the staff is instructed to contact

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Please note any special health problems, disabilities, serious illnesses or accidents, physical handicaps, vision or hearing impairments, allergies, sensitivities, etc. of which the school staff should be made aware.

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

Do these conditions require any special treatment? Explain \_\_\_\_\_

\_\_\_\_\_

Signature of parent/legal guardian \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

Student Information Sheet  
(2017-2018)

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Allergies \_\_\_\_\_

Parents Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Cell Phone \_\_\_\_\_ Father's Cell Phone \_\_\_\_\_

**Name & Phone number to be called first in an emergency:** \_\_\_\_\_

\_\_\_\_\_

E-mail address (please print clearly) \_\_\_\_\_

Father's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Address \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Address \_\_\_\_\_

Child's Physician \_\_\_\_\_

Physician's Address & Phone \_\_\_\_\_

**Emergency Contact (other than parents)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Wethersfield United Methodist Church Preschool  
150 Prospect Street  
Wethersfield, CT 06109  
(860) 529-2025

Media and Photograph Release Form  
2017-2018

- I give my permission to have my child's picture taken to be used within the school and or published in, but not limited to, the monthly school newsletter, The Rare Reminder, The Hartford Courant, Wethersfield Life, and preschool DVD presentations.
- I **do not** give my permission to have my child's picture taken.
- I give my permission for my child to participate in a videotape of his/her class. I understand that the videotape might be used for, but not limited to, classroom use and the training of future teachers.
- I **do not** give my permission for videotaping.

**Social Media**

- I give my permission for my child's photograph to be posted on the WUMC Preschool website and/or WUMC Preschool Facebook page. **I understand that my child will not be identified by name in any photographs used for these purposes.**
- I **do not** give my permission to have my child's photograph posted on the WUMC Preschool website and/or WUMC Preschool Facebook page.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



## Faith Development Curriculum

Our program will offer opportunities for faith development that will be gently woven through daily activities. Faith development activities will be relevant and age appropriate. Since faith building in young children is a gradual process, we have developed general guidelines for the different levels of the program.

### THREE YEAR OLDS

Our goal is to build an understanding that:

- . God Loves and takes care of them
- . God is good
- . God made the world
- . They can pray to (talk with) God
- . They can thank God
- . God sent Jesus
- . Jesus was part of a family
- . Jesus loves children and is their friend
- . The Bible is a special book and has stories about God and Jesus
- . God and Jesus want them to help others
- . Christmas is when Jesus was born
- . They can remember Jesus at Easter

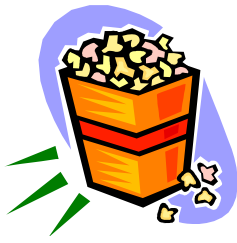
### FOUR YEAR OLDS AND PRE-K

The concepts listed above are augmented by building and understanding that:

- . God is great
- . God listens to their prayers
- . Jesus shows them how to love and care for one another
- . The Bible tells stories about people who loved God and Jesus
- . They can learn from stories in the Bible

Faith development activities include an opening prayer (or prayer song) and a prayer before snack, faith and Christian songs during "Music Time," and Bible stories.





# WUMCP Food Policies

After meeting with our nurse consultant and reviewing the many needs of children with allergies in our Preschool, we have decided on the following food related policies. We appreciate your support in this matter.

## **Our Preschool is PEANUT & TREE NUT FREE.**

### **Snack Time**

We are asking that each family send in two boxes of the following “SAFE” snacks. *If the ingredients label states “May contain trace amounts of peanuts, and/ or tree nuts” or “manufactured in a peanut or tree nut processing facility,” please select an alternate brand.*

Nabisco brand Honey Maid Graham Crackers - plain or cinnamon (NO chocolate)

Nabisco brand Teddy Grahams - plain or cinnamon (NO chocolate)

Crackers - Nabisco brand Ritz, Keebler brand Town House or Club crackers, Nabisco brand Saltines ( NO “low sodium” which contains milk)

Rold Gold brand pretzels, sticks or twists - plain (not flavored)

Pepperidge Farm brand Goldfish - plain or pretzel (NO cheese)

Raisins

Cold water will be served at snack time.

### **Other Supply Needs**

We would appreciate it if everyone would send in a large package of 5 oz. paper/plastic cups, and a package of napkins. Also, donations of tissues, Clorox disinfecting wipes, and/or **FOAMING** hand soap are always appreciated.

Thank you.



## Lunch Club



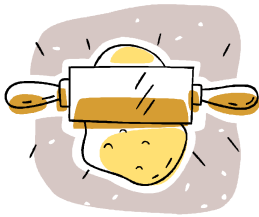
Lunch club is available from 11:15 - 12:00 on Mon., Tues., Wed., and Thurs. The cost is \$7.00/day. Four year old students, and 3 year old students participating in Creative Arts+, are welcome to join. Three year old students not participating in Creative Arts+ are welcome to join Lunch Club in January. If you would like your child to participate, we ask that you complete a Lunch Club payment envelope and place in the payment box located in each classroom when dropping your child off for the day. This will allow the teachers to have an accurate count for the program and for dismissal purposes. Please do not pack peanut butter or peanut/tree nut products in your child's lunch.

## Birthdays

We recognize the importance of this special day and will be celebrating with non-food activities. Each class will highlight your child in a unique way, (i.e. birthday crowns, cards, gift bags, special seats of honor, photographic bio's, etc...) Your child is also welcome to bring in his/her favorite book to share or donate that day. As always, your suggestions and thoughts would be appreciated by your child's teacher.



## Cooking and Baking



Cooking experiences are vital learning opportunities for your child. We will post the cooking menu and ingredients outside each classroom on a unit-by-unit basis. We request that you review and sign the list for your child's participation.

We appreciate your understanding in this matter. Any questions should be directed to your child's classroom teacher.

## Holidays

We will continue to post "safe" food selections outside of each classroom for sign-up.





## Optional Enrichment Programs



The WUMC Preschool has a number of enrichment programs for your child in addition to the regular Preschool classes. A description of each of the programs follows and additional information will be available throughout the summer and fall. If you are interested in signing up for any of the programs, please feel free to contact Charla McCoy (Director) or Stephanie Anderson (Assistant Director) or any of our teachers at 860-529-2025.

### PLUS Program

The **PLUS Program**, Preschoolers Learning and Using their Skills, focuses on developing gross motor skills and fine motor skills, through games, sports, and art activities, while teaching cooperation, sportsmanship, respect and teamwork. Activities, for our 4 & 5 year olds, include circle time, exercise activities, a variety of skill-building sports and games, art projects, snack, and story time. Also, included in our “Treasure Hunt Tuesday” schedule are activities such as outdoor play, parachute play, balloon activities, basketball, and bingo, to name a few. The **PLUS Program** classes meet twice a week, on Tuesday and Thursday mornings. There are six 5-week sessions. Parents can sign their child up for as many or as few sessions as fits their schedule. Lunch club is included with each **PLUS Program** class.

### Creative Arts +

The **Creative Arts + Program**, for 3, 4, & 5 year olds, engages the children in the world of music, art, movement, drama and literature. In addition, children enjoy a “PLUS”-style component designed to boost large muscle development through a mix of exercises and skill-building games. **Creative Arts+ Program** classes meet twice a week, on Monday and Wednesday mornings, or Monday and Wednesday afternoons. There are six 5- week sessions. Each session revolves around a separate theme. The teachers continually revise the program so that the children explore new ideas every year. Using musical instruments, puppets, songs, poetry and artwork, children explore the arts while having fun with friends. A variety of materials, from beanbags and balls to a parachute and hoops support the “PLUS” component. Parents can sign their child up for any or all of the sessions. Lunch Club is included with each Creative Arts + class.

### Little Explorers

The **Little Explorers Program** offers our 3 year old students an opportunity to enhance their motor skills with hands-on activities as they explore a different thematic unit each session. Some of the areas of exploration and discovery are Colors of the Rainbow, God’s Creations, and Soaring through Space. The children will open their little eyes to see God’s creation through books and diving into nature through exploration. Movement and music will also be incorporated into the class to enhance the themes being discovered. Beginning in October, Little Explorers meets on Tuesday and Thursday afternoons from 11:15 a.m. to 1:15 p.m. There are six 5-week sessions. Parents can sign their child up for any or all of the sessions. Come explore with us! Lunch Club is included with each Little Explorers class.