

**CHAMBLEE METHODIST PRESCHOOL & KINDERGARTEN**  
**REGISTRATION INFORMATION for 2023-2024 SCHOOL YEAR**

**Registration for New Families – Thursday, January 26; 8:45–9:15am**

Registration for new families will begin on Thursday, January 26. At that time, registration forms (these forms will be emailed to you prior to this date and they are posted on the website) will be collected in order of arrival from those who are present. Enrollment is on a first come-first served basis; consideration regarding class placement is given to those registering siblings when possible.

Registration forms submitted by mail or dropped at the school office will be considered after those submitted in person.

**\*\*\*\*\*For all new students, you will receive confirmation of class placement by email within one week.**

**Wait List Information**

If you are placed on the wait list, your registration fee will be held until space is available.

**See below for class options for 2023-2024 and for Kindergarten application details.**

**Class Options**  
**Age as of Sept. 1, 2023**

<b><u>2 Year Classes</u></b> Tuesday & Thursday (2-days) Wednesday & Friday (2-days) Monday, Tuesday, & Thursday (3-days & child must be 3 by 2-1-2024)	<b><u>3 Year Classes (must be toilet trained)</u></b> Monday, Tuesday, & Thursday (3-days) Monday, Wednesday, & Friday (3-days) Monday – Thursday (4-days)
<b><u>PreK Classes</u></b> Monday –Thursday (4-day) 9:00am -12:00pm Monday –Thursday (4-day) 9:00am -1:00pm Monday – Friday (5-day) 9:00am – 12:00pm	<b><u>Kindergarten Class</u></b> Monday – Friday (9:00am – 1:00pm)

**PreK Class Registration 2023-2024**

As we work to improve our program and offer many options to our community we are exploring the option of a longer day for some of our PreK students however this will only be possible if we have enough students select this option. When you register your child for PreK you will need to register for your first choice but also register a second choice option in the event that there are not enough students to fill a class based on preference.

**Kindergarten Registration and Application 2023-24**

Some years we have more applicants for our Kindergarten class than we have available spots. Therefore, registration for the Kindergarten class for 5 year olds will be slightly different from that for the other age groups. Priority for registration for Kindergarten will be based on church membership, length of time the student has been enrolled at CMK, and the length of time the family has been at CMK. We will use this system ONLY if we have more registration forms from current students than available spaces.

If you have any questions, please call the director, Mellie O'Keefe (770-457-2527) or send an e-mail to [mokeefe@chambleeumc.org](mailto:mokeefe@chambleeumc.org). We do appreciate your interest in our program and want to do everything we possibly can to give you the information you need.

**CHAMBLEE METHODIST KINDERGARTEN**  
**2023-2024 Class Registration Form**  
Please print clearly and legibly in blue or black ink.

**Child's Name:** Last: \_\_\_\_\_ First: \_\_\_\_\_

**Name you wish your child to be called:** \_\_\_\_\_

If you are a member of a church, please tell us where: \_\_\_\_\_

Preschool or Parents' Morning Out Currently Attending: \_\_\_\_\_

Please note any ALLERGIES your child has: \_\_\_\_\_

Has your child been recommended for and/or received professional assistance for any health, speech, psychological or educational issues? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Age group registering for \_\_\_\_\_ Date of Birth \_\_\_\_\_

List days preferred, if applicable (1<sup>st</sup> choice) \_\_\_\_\_

(see below for options) (2<sup>nd</sup> choice) \_\_\_\_\_

(3<sup>rd</sup> choice) \_\_\_\_\_

Registration fee attached \$ \_\_\_\_\_ (registration fee only; please do not pre-pay any other fees; check made out to CMK or Chamblee Methodist Kindergarten)

**Registration fee church member (\$75.00)    Non church member (\$115.00)    Second child (\$85.00)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Class Offerings**

<p style="text-align: center;"><b><u>2 Year Classes</u></b></p> <p style="text-align: center;">Tuesday &amp; Thursday (2-days)  Wednesday &amp; Friday (2-days)  Monday, Tuesday, &amp; Thursday (3-days &amp; child must be 3 by 2-1-2024)</p>	<p style="text-align: center;"><b><u>3 Year Classes</u></b></p> <p style="text-align: center;">Monday, Tuesday, &amp; Thursday (3-days)  Monday, Wednesday, &amp; Friday (3-days)  Monday – Thursday (4-days)</p>
<p style="text-align: center;"><b><u>PreK Classes</u></b></p> <p>Monday –Thursday (4-day) 9:00am -12:00pm  Monday –Thursday (4-day) 9:00am -1:00pm  Monday – Friday (5-day) 9:00 – 12:00 pm  ***Each class must have enough students enroll in each option to finalize these options</p>	<p style="text-align: center;"><b><u>Kindergarten Class</u></b></p> <p style="text-align: center;">Monday – Friday (9:00am – 1:00pm)</p>

## CMK Enrollment Agreement 2023-2024

I, the undersigned, agree to pay **Chamblee Methodist Kindergarten** the following fees:

**Registration fee** – Registration fee(s) are due at the time of enrollment. Registration fee(s) is non-refundable and non-transferable.

**\$115.00 – 1<sup>st</sup> child of a non-church member**

**\$85.00 – Any additional child of non-church member**

**\$75.00 – Per child for church members**

**Tuition fee** -All tuitions are based on the yearly cost of the program (for the school year) and are divided into 9 equal payments. **The first of the 9 payments (your non-refundable tuition deposit) is due by May 10, 2023 for 2s, 3s & PreK. The first payment for kindergarten is due by April 17, 2023.** A reminder notice will be sent prior to these payments being due. **The remaining 8 payments are due by the 10<sup>th</sup> of the month from September–April.** No refunds are offered for absences due to illness, vacation, or trips as CMK enrollment is a full year commitment for your child. Tuition is not refunded if a school day is cancelled or if a family moves or withdraws from CMK.

Number of Days Attending Per Week	Tuition Payment Amount	Annual Tuition Total
2 days	\$255.00	\$2,295.00
3 days	\$310.00	\$2,790.00
4 days	\$345.00	\$3,105.00
5 days	\$380.00	\$3,420.00
4 days PreK 9:00-1:00	\$390.00	\$3,510.00
Kindergarten	\$425.00	\$3,825.00

**Curriculum fee (Kindergarten only)** – A (non-refundable) curriculum fee of \$100 is due by April 17, 2023.

### **Additional Enrollment Agreements**

I understand the school will observe the same in-service days and holidays as the DeKalb County School District, plus Good Friday, a holiday observed by the church, as well as any other days approved by the Kindergarten Board. These holiday & in-service days were taken into consideration when tuition costs were set.

I agree to give at least two weeks' notice of my child's withdrawal with the exception of a doctor's note.

I understand the school hours are 9:00am to 12:00pm (except for Kindergarten hours Mon. – Fri. 9:00am to 1:00pm) and that the above tuition fee is the cost for these hours. I understand that optional extended care is available from 12:00pm to 1:00pm at an additional cost.

I understand that the Chamblee Methodist Kindergarten carries liability insurance, and the school is exempt from state licensure since it is half-day program.

I understand that my child will attend chapel once or twice a month.

I also give permission to include names, mailing addresses, e-mail addresses, and telephone numbers in the school directory and class email list. I understand that the school directory and class email list are compiled for the sole use and convenience of Chamblee Methodist Kindergarten's parents and staff. All names, mailing addresses, phone numbers, and email addresses are for school use only and may not be used for any commercial or political purposes. If you would like to opt-out of the directory please check here. **OPT-OUT**

I understand the photos and videos taken of class activities by the staff may be posted via a password-protected site such as Shutterfly. Only parents will be given permission to access these sites. These are for parents only and should not be forwarded. If you prefer your child's picture not appear on the password-protected site, please notify the teacher. We request that parents not post any personal photos of school activities on social media unless your child is the only student in the picture. Additional information regarding the school's data privacy policy is in the school handbook and may be made available upon request.

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

\_\_\_\_\_  
**Child(ren)'s First and Last Name**

\_\_\_\_\_  
**Date**

**CHAMBLEE METHODIST KINDERGARTEN**  
**2023-24 New Student Data Form – Only for New Students**

Please print clearly and legibly in blue or black ink.

**Child's Name:** Last: \_\_\_\_\_ First: \_\_\_\_\_

**What name would you like the teachers to use (written and verbal) in the classroom?** \_\_\_\_\_

Child's Date of Birth: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_      \_\_\_ Boy \_\_\_ Girl

Is your child up to date on immunizations? \_\_\_ Yes \_\_\_ No

We require a Georgia 3231 immunization form to be current and on file before a child begins school. The only exceptions would be for a medical exemption or a delayed immunization schedule supported by medical physician recommendations and documentation.

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**Is your family new to CMK?**

**If yes, please complete the information in Section 1.**

**If no, please complete the information in Section 2.**

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**Section 1:**

**Child's Home Address:** \_\_\_\_\_  
Street City Zip

Home Phone (\_\_\_\_) \_\_\_\_\_

**Father's Information:** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

**Mother's Information:** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

- If no home number is listed, the mother's cell number will be listed in school directory.

How did you hear about us? \_\_\_\_\_

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**Section 2:**

Name of sibling(s) currently or previously attending CMK: \_\_\_\_\_

Name of parents: \_\_\_\_\_