

**CHAMBLEE METHODIST PRESCHOOL & KINDERGARTEN  
REGISTRATION INFORMATION for 2024-2025 SCHOOL YEAR**

Registration for new families will be ongoing throughout the school year using paper registration forms. You may obtain an advance copy of our registration forms by downloading them from our website ([chambleemethodistkindergarten.org](http://chambleemethodistkindergarten.org)) or emailing [mokeefe@chambleeumc.org](mailto:mokeefe@chambleeumc.org). Registration forms can be submitted in person or by email, but payment will need to be in person with check or cash. Enrollment will be completed based on availability and parent choice.

**\*\*\*\*\*For all registration forms, you will receive a response and confirmation of class placement by mail or email within 7 days of submitting your registration forms and payment.**

**Wait List Information**

If you are placed on the wait list, your registration fee will be held until space is available (or returned to you if you prefer.)

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.

**Class Options**  
**Age as of Sept. 1, 2024**

<p align="center"><b><u>2 Year Classes</u></b> Tuesday &amp; Thursday (2-days) Wednesday &amp; Friday (2-days) Monday, Tuesday, &amp; Thursday (3-days &amp; child must be 3 by 2-1-2025 or if not, with prior approval by the Director)</p>	<p align="center"><b><u>3 Year Classes (must be toilet trained)</u></b> Monday, Tuesday, &amp; Thursday (3-days) Monday, Wednesday, &amp; Friday (3-days) Monday – Thursday (4-days)</p>
<p align="center"><b><u>PreK Classes</u></b> Monday –Thursday (4-day) Monday – Friday (5-day)</p>	<p align="center"><b><u>Kindergarten Class</u></b> Monday – Friday (9:00am – 1:00pm)</p>

**Additional Information for Registration for the Kindergarten Class**

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.

In an effort to accommodate more families as soon as possible, the tuition deposit will be due by Monday, April 15 in order to hold a spot in the class (we will send a written reminder). As always, the first payment (tuition deposit) is non-refundable and non-transferrable. This date applies to rising kindergartners only; other CMK classes will continue to have May 10 as the deadline for the tuition deposit. This policy will allow any family on the waiting list to move up as spaces become available.

Please feel free to contact the director ([mokeefe@chambleeumc.org](mailto:mokeefe@chambleeumc.org)) with any questions. Thank you!



**CHAMBLEE METHODIST KINDERGARTEN**  
**2024-2025 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 or medical conditions 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 (\$125.00)    Second child (\$100.00)**

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 2-1-2025, or if not, with approval by the Director)</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 style="text-align: center;">Monday –Thursday (4-day)          Monday – Friday (5-day)          *lunch bunch bundle available from noon-1pm</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 2024-2025**

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

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

**\$125.00 – 1<sup>st</sup> child of a non-church member**

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

**\$100.00 – Any additional child of a non-church member**

**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, 2024 for 2s, 3s & PreK. The first payment for kindergarten is due by April 15, 2024.** A reminder notice will be sent prior to these payments being due. **The remaining 8 payments are due by the 7<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	\$270.00	\$2,430.00
3 days	\$330.00	\$2,970.00
4 days	\$370.00	\$3,330.00
5 days	\$410.00	\$3,690.00
Kindergarten	\$465.00	\$4,185.00

**Curriculum fee (Kindergarten only)** – A (non-refundable) curriculum fee of \$100 is due by April 15, 2024.

**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 medical reason accompanied by 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 understand that a current Georgia 3231 immunization must be on file before my child(ren) begin(s) school. The only exceptions would be for a medical exemption or a delayed immunization schedule supported by medical physician recommendations and documentation and approved by the Director.

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 our password-protected site (cmk.ourschoolhangout.com). 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**

# Kindergarten Registration

## Additional Information Requested

If we have more current students register than spaces available, we may need the information below.

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

Parent's Names: \_\_\_\_\_

1. My child has attended CMK in the following years:

\_\_\_\_\_ 2s  
\_\_\_\_\_ 3s  
\_\_\_\_\_ PreK

2. If siblings have attended CMK, please list below with the years attended:

Name \_\_\_\_\_ 2s \_\_\_\_\_ 3s \_\_\_\_\_ PreK \_\_\_\_\_ K

Name \_\_\_\_\_ 2s \_\_\_\_\_ 3s \_\_\_\_\_ PreK \_\_\_\_\_ K

Name \_\_\_\_\_ 2s \_\_\_\_\_ 3s \_\_\_\_\_ PreK \_\_\_\_\_ K

3. Are you a member of Chamblee First United Methodist Church? \_\_\_ Yes \_\_\_ No

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Our goal is to accept as many students into the kindergarten class in January as is reasonably possible, knowing that some students may choose not to attend by August. In some situations, we understand that families will apply to our program but plan to attend a different school if their child is accepted there.

We are requesting our families to answer the question below. **In no way will your answer to this question change your acceptance in our kindergarten class.** The responses to the question will help us have a better idea of how many students we can accept into our kindergarten class in January.

\_\_\_ My child will attend the kindergarten class at CMK if he/she is accepted.

\_\_\_ We are still considering public school as an option.

\_\_\_ My child is also applying to a private school and will attend the private school if he/she is accepted.

\_\_\_ My child is also applying to a private school, and we are not sure if he/she will be attending CMK or the private school if he/she is accepted.