

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

### **Registration for Current Families and Church Members – Friday, January 19 \*\*ONLINE\*\***

Registration for church members and families currently enrolled in CMK/PMO will begin on Friday, Jan. 19. Registration will be thru the Our School Hangout app or online at [cmk.ourschoolhangout.com](http://cmk.ourschoolhangout.com). Registration will open as follows (and continues to be open throughout the day):

9:15am: Rising 2s  
10:15am: Rising 3s

11:00am: Rising PreK  
11:30am: Rising Kindergarten

Registration applications will be time-stamped and accepted in order of registration time within your age group. We have space in the program next year for EVERY student currently enrolled in PMO, 2s and 3s if you register prior to **January 25** (we open registration to new families on January 26). After this date, we will still accept registration forms from current families; however, some specific classes may be full.

Registration for Kindergarten will be slightly different in that students may receive priority for enrollment based on church membership at Chamblee First UMC, the length of time the student has been at CMK and the length of time the family has been at CMK. This will only apply if we have more children who register for Kindergarten than we have available spots. Please see the additional information at the end of this document for Kindergarten registration information.

**\*\*\*In order to be ready for registration, PRIOR TO JANUARY 19, log into your Our School Hangout account, update the app if you are using the app, and verify that you and your child's names, addresses and phone numbers are correct. Any changes will need to be updated in each individual record. (e.g., if you have moved, you will need to update your address in your profile, your spouse's profile, and your child(ren)'s profile(s)).\*\*\***

More details about how to register online are in the attached. But in short, you will submit your application electronically with your class selection and receive a timestamp. This timestamp is valid as long as you submit a paper copy of enclosed Enrollment Agreement (blue form), along with payment of the registration fee, by **noon on Friday, Jan. 26**. Payment can also be made electronically when you submit your application. If you are submitting a check or cash, you must do so by noon on Friday, Jan. 26. Michelle Watts will be in the atrium of the church during the morning of Friday, Jan. 19. Please reach out to her directly (770.457.2525) if you have any issues registering online.

### **Registration for Alumni Families – Thursday, January 25; 8:45am – 9:15 IN PERSON**

If you are an alumni family (you do not have a child currently enrolled in the preschool or in PMO but have had a child previously enrolled for at least one full year), you may register in person using paper registration forms on Thursday, Jan. 25 at 8:45am. You will need to download registration forms from our website ([chambleemethodistkindergarten.org](http://chambleemethodistkindergarten.org)), or you can request a copy by emailing [mokeefe@chambleeumc.org](mailto:mokeefe@chambleeumc.org). Turn in your registration forms and payment on Thursday, January 25 from 8:45am – 9:15am at the church front desk in the atrium.

### **Registration for New Families – Friday, January 26; 8:45 – 9:15 IN PERSON**

Registration for new families will begin on Friday, January 26 in person and 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). At that time, registration forms will be collected in order of arrival from those who are present. Enrollment will be completed based on availability and parent choice.

Registration forms submitted by mail or dropped at the school office will be considered after those submitted in person. We will have space for some new students in all age groups. New families can call the school office (770-457-2527) before January 26 to check on availability following our registration for current students.

**\*\*\*\*\*For all registration forms, you will receive a response and confirmation of class placement by mail or email by the first week of February.**

### 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

<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 2-1-2025 or if not, with approval by the Director)	<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) Monday – Friday (5-day)	<b><u>Kindergarten Class</u></b> Monday – Friday (9:00am – 1:00pm)

### 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.

So that we can send a reply as soon as possible, if you are registering a kindergartner, please do so by noon on Tuesday, January 23 for first consideration. We will look at all applications received at that point and then send responses by Friday, January 26. You may register after January 23 if you wish; spaces will be confirmed if they are available.

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 much sooner as spaces become available.

Please feel free to contact Mellie with any questions. Thank you!

**CHAMBLEE METHODIST KINDERGARTEN**  
**2024-25 New Student Data Form**  
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 (\_\_\_\_) \_\_\_\_\_

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

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

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

**Parent'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: \_\_\_\_\_

**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.