

Thank you for your interest in Indian Run Preschool. Enclosed you will find a registration packet consisting of the following documents:  
Also located on our website at **Indianrunfamily.com** at the preschool tab

- Registration Form
- Tuition Agreement

You will be required to complete the registration packet and mail to

**Indian Run Preschool 6305 Brand Rd. Dublin, OH 43016**

**Forms will only be accepted by mail.**

**Current Families, Church Members and Alumni Families:** The first postmark date your registration packet will be accepted is **January 27, 2012.** (If your packet is postmarked prior to this date it will not be accepted into the lottery for registration.)

**New Families:** The first postmark date your registration packet will be accepted is **February 3, 2012.** (If your packet is postmarked prior to this date it will not be accepted into the lottery for registration.)

**All packets need to be received by February 8, 2012 to be included in the lottery.**

The Enrollment committee will meet on February 8, 2012 to fill each class and establish waiting lists for all classes. The committee will fill classes based on the order in which the packets have arrived in the mail. We will make every attempt to accommodate your first choice, please be sure to give your second and third choices so that we can place your child accordingly. Should your first choice be filled you will be placed on the waiting list for that particular class and then placed in your second choice class.

Registration envelopes must contain the following:

- Completed Registration form (Include all siblings in one envelope)
- Be sure your email address is listed on the registration form so you will receive information throughout the school year.
- A signed copy of the tuition agreement for each child
- A check for the registration fee of **\$75** for the first child and **\$20** for each additional sibling plus **May 2013 tuition** for each child. Make checks payable to Indian Run Preschool.

To be assured of placement in the lottery all application steps must be completed and full payment must be enclosed. Forms will not be accepted if postmarked prior to correct dates or not accompanied by full payment. All parent and child information must be filled out **completely.**

A list of received packets will be posted on the preschool office door beginning on January 29, 2012. This list will be in alphabetical order and updated daily after the arrival of the daily mail.

You will be notified by e-mail, no later than February 15, 2012, of your child's placement.

\*\*\* Please note: Your child will need to have a current physical on file at the start of the school year. Physicals expire after one year - all physicals must remain current throughout the year. You may go to our website to get a copy of the child medical statement should you have a physical scheduled before the beginning of school year.

2012-2013 School Year

FOR CHILDREN

AGES 3-5 YEARS

**HOURS OF OPERATION**

Monday - Friday

**Morning Session**

9:20 - 11:50 a.m.

**Afternoon Session**

12:50 - 3:20 p.m.

\*Times subject to change if Dublin City Schools implement new start times

**LOCATION**

Indian Run United Methodist Church

6305 Brand Road

Dublin, OH 43016

(corner of Avery and Brand)

Phone: 889-8862

[www.indianrunpreschool.org](http://www.indianrunpreschool.org)

Indian Run Preschool is a Two Star School under

Step Up To Quality rating system through the

State of Ohio



**MISSION STATEMENT**

Indian Run United Methodist Church's Preschool is an outreach ministry of the Indian Run United Methodist Church. We provide a Christian environment to nurture the intellectual, social and spiritual growth of young children through a developmental and play based curriculum.

**ADDITIONAL CLASSES**

Specialty classes offered in Children's Church, Spanish, Movement, and Music.

**ADMISSION AGE/CLASS PLACEMENT**

The following classes are available depending on your child's age and your preferences, either morning or afternoon for 1-2-3-4 days per week.

- to attend Pre-K children must be 5 by May 31, 2013
- to attend Pre-K enrichment children must be 5 by May 31, 2013
- to attend Kindergarten enrichment children must be currently attending Kindergarten and 5 by Sept. 30, 2012.
- to attend the 4's (3 days), children must be 4 by September 30, 2012.
- to attend the young 4's (2 days), children must be 4 by February 28, 2013.
- to attend the 3's, children must be 3 by September 30, 2012.

**STAFF**

All staff meet and exceed Department of Human Services qualifications and are trained in First Aid, CPR, Communicable Disease, and Child Abuse. Each staff member attends a minimum of 10 hours of training annually in Child Development.

**CLASS SCHEDULE (by age level)**

**9:20 - 11:50 a.m.**

M-T-W-Th	4/5's Frogs
M-T-W-Th	4/5's Stars
M-W-F	4's Shamrocks
T-Th	young 4's Rainbows
M-W or T-Th	3's Butterflies, Doves
F	Pre K enrichment

**12:50 - 3:20 p.m.**

M-T-W-Th	4/5's Frogs
M-T-W-Th	4/5's Stars
M-W-F	4's Shamrocks
M-W	Kindergarten enrichment
T-Th	young 4's Rainbows
T-Th	3's Doves
F	Pre K enrichment

**STUDENT/TEACHER RATIO & DAYS PER WEEK**

4/5's Frogs	15/2	4
4/5's Stars	15/2	4
Pre-K enrichment	8/1	1
4's Shamrocks	16/2	3
young 4's Rainbows	16/2	2
3's Butterflies, Doves	14/2	2
K- enrichment	14/2	2

**FEES**

- ✓ A non-refundable registration fee of \$75 plus the May 2013 tuition will be due upon enrollment.
- ✓ A non-refundable supply fee of \$20/\$50/\$70/\$80 will be due with the September 2012 tuition

✓ Registrations will be accepted by mail beginning Jan. 27, 2012 for families currently enrolled, alumni families, and church members, for the 2012-2013 school year. Outside registrations will be accepted by mail beginning Feb. 3, 2012 for the 2012-2013 school year.

✓ Tuition fees are due in advance by the 1<sup>st</sup> working day of each month.

1 day per week	\$68/mo.
2 days per week	\$132/mo.
3 days per week	\$163/mo.
4 days per week	\$205/mo.
Mommy and Me	\$34/mo.

INDIAN RUN PRESCHOOL - REGISTRATION FORM

STUDENT'S NAME: LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ PREFERRED NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ MALE FEMALE (circle one)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PARENT'S NAME(S): \_\_\_\_\_

PLEASE STATE PREFERENCE (FIRST {1} AND SECOND {2} CHOICE)

9:20-11:50 A.M.		12:50-3:20 P.M.	
M-T-W-TH Pre-K Frog	4/5's _____ 5 by May 31, 2013	M-T-W-TH Pre-K Frog	4/5's _____ 5 by May 31, 2013
M-T-W-TH Pre-K Star	4/5's _____ 5 by May 31, 2013	M-T-W-TH Pre-K Star	4/5's _____ 5 by May 31, 2013
F Pre K Enrichment	4/5's _____ 5 by May 31, 2013	F Pre K Enrichment	4/5's _____ 5 by May 31, 2013
M-W-F 4's Shamrock, 3 day program	4's _____ 4 by September 30, 2012	M-W-F 4's Shamrock, 3 day program	4's _____ 4 by September 30, 2012
T-TH young 4's Rainbow, 2 day program	4's _____ 4 by February 28, 2013	T-TH young 4's Rainbow, 2 day program	4's _____ 4 by February 28, 2013
M-W Butterfly, 2 day program	3's _____ 3 by September 30, 2012	M-W Kindergarten Enrichment 5's Attending Kindergarten	5's _____ 5 by September 30, 2012
T-TH Dove, 2 day program	3's _____ 3 by September 30, 2012	T-TH Dove, 2 day program	3's _____ 3 by September 30, 2012
F Mommy and Me 10:00-11:15am	_____ 3 by February 28, 2013		

\*You may list a preference for Pre-K but due to our efforts to balance the boy: girl ratio in each class, we may not be able to accommodate your request.

Are you currently a member of Indian Run UM Church? \_\_\_\_\_

How did you hear about Indian Run Preschool \_\_\_\_\_

REGISTRATION FEE: \$75.00 (non-refundable)

Please note that the registration fee and May 2013 tuition are due upon enrollment.

PLEASE SEND TO: Indian Run Preschool 6305 Brand Rd. Dublin, OH 43016

Indian Run Preschool Tuition Agreement

**SCHOOL COPY**

School Year 2012-2013

To enroll and hold a place for \_\_\_\_\_

(Last Name)

(First Name)

(Middle Initial)

In the Indian Run Preschool (IRP) for the above mentioned school year, I/We agree to the following:

1. Our Child is three years of age (**turns three on or before September 30, 2012**) or older and the child is toilet trained.
2. I/We agree to pay a deposit which consists of a **\$75 registration fee** and the last **month's tuition for the school year (May 2013)**, neither of which is refundable unless IRP is notified by **July 15, 2012**. This deposit must be paid at the time of the application to hold a space(s) for your child (children). In order to reserve space for a child who will not attend until later in the school year, tuition must be paid during the month(s) the child is not attending or he/she will be placed on a waiting list subject to availability.
3. I/We agree to pay a **\$20 (1day), \$50(2 days), \$70(3 days) \$80(4 days) supply fee** with the September tuition, which is not refundable.
4. If it is necessary to cancel a reserved space for the above named child, a written notice must be received by **July 15, 2012**. Without written notice, I am liable for one month's tuition. Earlier notice is desirable. Tuition for the month of **May 2013** can be applied to the last month of enrollment.
5. I understand there will be no refunds made for holidays or vacations as the yearly tuition is spread into nine monthly payments for convenience of remittance.
6. The school reserves the right to terminate enrollment of any child, if in the opinion of the staff, continued attendance would not be in the best interest of either the child or the school or tuition payments are not current.
7. Payments are to be mailed to Indian Run Preschool or inserted in an envelope and attached to the outside of the child's school bag. Payment is due the first school day of each month. No monthly billings will be issued. Payments received after the tenth of the month are considered past due and are subject to a \$10 late fee.
8. A \$15 service fee will be assessed on all returned checks.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

**SIGN AND RETURN TO SCHOOL WITH REGISTRATION DOCUMENTS**

Indian Run Preschool Tuition Agreement

**PARENT COPY**

School Year 2012-2013

To enroll and hold a place for \_\_\_\_\_

(Last Name)

(First Name)

(Middle Initial)

In the Indian Run Preschool (IRP) for the above mentioned school year, I/We agree to the following:

1. Our Child is three years of age (**turns three on or before September 30, 2012**) or older and the child is toilet trained.
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8. A \$15 service fee will be assessed on all returned checks.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

**SIGN AND RETURN TO SCHOOL WITH REGISTRATION DOCUMENTS**