

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 1/29/10. (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 2/3/10 to be included in the lottery.

The Enrollment committee will meet on 2/3/10 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.

New Families: The first postmark date your registration packet will be accepted is 2/5/10. (If your packet is postmarked prior to this date it will not be accepted into the lottery for registration.) The enrollment committee will continue to place new families as they arrive daily. You will receive an email stating your class assignment.

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 2011 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 1/30/10. 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 2/10/10, of your child's placement.

Indian Run Preschool Tuition Agreement
School Year 2010-2011

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, 2010) 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 2011), neither of which is refundable unless IRP is notified by July 15, 2010. 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 \$40(1 & 2 days), \$50(3 days) \$60(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, 2010. Without written notice, I am liable for one month's tuition. Earlier notice is desirable. Tuition for the month of May 2011 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 # _____

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Parent Signature _____ Date _____

Check # _____



**Indian Run Preschool
Dublin, Ohio**

2010-2011 School Year

FOR CHILDREN
AGES 3-5 YEARS

HOURS OF OPERATION

Monday - Friday
Morning Session
9:15 - 11:45 a.m.
Afternoon Session
12:45 - 3:15 p.m.

LOCATION

Indian Run United Methodist Church
6305 Brand Road
Dublin, OH 43016
(corner of Avery and Brand)
Phone: 889-8862
www.indianrunfamily.com

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, Movement, Music and Spanish.

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, 2011.
- to attend Pre-K enrichment children must be 5 by May 31, 2011.
- to attend Kindergarten enrichment children must be currently attending Kindergarten and 5 by Sept. 30, 2010.
- to attend the 4's (3 days), children must be 4 by September 30, 2010.
- to attend the young 4's (2 days), children must be 4 by February 28, 2011.
- to attend the 3's, children must be 3 by September 30, 2010.

STAFF

All staff meet and exceed Ohio Department of Jobs and Family Service 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)

9:15 - 11:45 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

12:45 - 3:15 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	18/2	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 2011 tuition will be due upon enrollment.
- ✓A non-refundable supply fee of \$40/\$50/\$60 will be due with the September 2010 tuition.
- ✓Registrations will be accepted by mail beginning Jan. 29, 2010 for families currently enrolled, alumni families, and church members, for the 2010-2011 school year. Outside registrations will be accepted by mail beginning Feb. 5, 2010 for the 2010-2011 school year.
- ✓Tuition fees are due in advance by the 1st working day of each month.

1 day per week	\$65/mo.	2 days per week	\$125/mo.
3 days per week	\$155/mo.	4 days per week	\$195/mo.

INDIAN RUN PRESCHOOL - REGISTRATION FORM

STUDENT'S NAME: LAST: _____ FIRST: _____
 PREFERRED NAME: _____ PHONE #: _____
 BIRTH DATE: _____ MALE FEMALE (circle one)
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____

PARENT'S NAME(S): _____
 EMAIL ADDRESS: _____

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

9:15-11:45 A.M.		12:45-3:15 P.M.	
M-T-W-TH	4/5's _____	M-T-W-TH	4/5's _____
Pre-K Frog		Pre-K Frog	
5 by May 31, 2011		5 by May 31, 2011	
M-T-W-TH	4/5's _____	M-T-W-TH	4/5's _____
Pre-K Star		Pre-K Star	
5 by May 31, 2011		5 by May 31, 2011	
F Pre K Enrichment	4/5's _____	F Pre K Enrichment	4/5's _____
5 by May 31, 2011		5 by May 31, 2011	
		M-W Kindergarten Enrichment	5's _____
		Attending Kindergarten	
		5 by September 30, 2010	
M-W-F 4's	4's _____	M-W-F 4's	4's _____
Shamrock, 3 day program		Shamrock, 3 day program	
4 by September 30, 2010		4 by September 30, 2010	
T-TH young 4's	4's _____	T-TH young 4's	4's _____
Rainbow, 2 day program		Rainbow, 2 day program	
4 by February 28, 2011		4 by February 28, 2011	
M-W	3's _____		
Butterfly, 2 day program			
3 by September 30, 2010			
T-TH	3's _____	T-TH	3's _____
Dove, 2 day program		Dove, 2 day program	
3 by September 30, 2010		3 by September 30, 2010	

*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 2011 tuition are due upon enrollment.

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