

Thank you for your interest in Indian Run Preschool. To be assured of placement in the lottery, all application steps must be completed. Enclosed you will find a registration packet consisting of the following documents:

Registration Form

Tuition Agreement

*forms also available on our website at: www.indianrunpreschool.org You will be required to complete the registration packet and drop it off or mail it to

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

- **Current Families, Church Members and Alumni Families:** Registration can be dropped off at the preschool anytime between December 2 and December 12, 2019. All registrations can be placed in the preschool mailbox attached to the column at the Welcome Desk in Celebration Hall. The lottery for this group will take place on 12/13/19 with the Pastor at IRUMC drawing the envelopes and numbering for the preschool to complete the registration process. Class lists will be posted on 12/16/19. Acceptance letters will be sent out in January of 2020.

New Families: Registration can be dropped off at the preschool anytime between January 7 and January 23, 2020. All registrations can be placed in the preschool mailbox attached to the column at the Welcome Desk in Celebration Hall. The lottery for this group will take place on 1/24/20 with the Pastor at IRUMC drawing the envelopes and numbering for the preschool to complete the registration process. Class lists will be posted on 1/27/20. Acceptance letters will be sent out in January of 2020.

The Enrollment Committee will meet 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 been drawn and numbered by the Pastor. 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 **\$25** for each additional sibling is due with your registration packet. Payment of May 2021 tuition will be your acceptance into classes. Make checks payable to **Indian Run Preschool**. All parent and child information must be filled out **completely**.
- *** 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.



**Indian Run Preschool
Dublin, Ohio**

2020-2021 SCHOOL YEAR
CHILDREN AGES 3-6

HOURS OF OPERATION

Monday - Friday

Morning Session 9:20 - 11:50 a.m.

Afternoon Session 12:50 - 3:20 p.m.

LOCATION

Indian Run United Methodist Church

6305 Brand Road Dublin,
OH 43016

(corner of Avery and Brand)

Phone: (614) 889-8862

www.indianrunpreschool.org

juliestroup@indianrun.org

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.

REFERRAL PROGRAM If you refer a family to Indian Run Preschool your name will go into a monthly drawing.

ADDITIONAL CLASSES:

Chapel, 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 2-3-4-5 days per week.

To attend:

- ✦ monKEy (Kindergarten Enrichment) class, child must be currently attending Kindergarten and 5 by 9/30/2020.
- ✦ Frog or Star class, child must be 5 by 5/31/2021.
- ✦ Frog Plus class, child must be 5 by 9/30/2020.
- ✦ Angel (Pre-K Enrichment) class, child must be 5 by 5/31/2021.
- ✦ Owl class (3 days) and Owl Enrichment (1 day) child must be 4 by 9/30/2020.
- ✦ Firefly class (2 days) and Firefly Enrichment (1 day) child must be 4 by 2/28/2021.
- ✦ Manatee, Whale, Turtle, or Under the Sea child must be 3 by 9/30/20.

STUDENT/TEACHER RATIO & DAYS PER WEEK

K- Enrichment--monKEy	12/2	2
4/5--Frogs	15/2	4
4/5--Stars	15/2	4
Pre-K Enrichment	8/1	1
4--Owl	16/2	3
4--Owl Enrichment	12/2	1
young 4--Firefly	15/2	2
Firefly Enrichment	7/1	1
3--Manatee, Whale, Turtle	14/2	2
3-Under the Sea	14/2	1

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 6 hours of training annually in Child Development.

CLASS SCHEDULE

(by age level)

9:20 – 11:50 a.m.

M-W
M-T-W-Th
M-T-W-Th
M-W-F
TH
T-Th
M-W or T-Th
F

K—Enrichment -- monKEy
4/5--Frogs
4/5--Stars
4--Owls
4--Owl Enrichment
young 4—Firefly
3—Manatees, Turtles
PreK E-Angel, Firefly E &
Under the Sea

12:50 - 3:20 p.m.

M-W
M-T-W-Th
M-T-W-Th
M-W-F
TH
T-TH
T-TH
F

K—Enrichment -- monKEy
4/5--Frogs
4/5--Stars
4--Owls
4--Owl Enrichment
young 4-- Firefly
3--Whales
PreK E-Angel, Firefly E

FEES

A non-refundable registration fee of \$75 plus the May 2021 tuition will be due upon enrollment. A non-refundable supply fee of \$68/\$88/\$108/\$132 will be due with the September 2020 tuition. Registrations for:

- **Families currently enrolled, Church members and Alumni Families** will be accepted **December 2nd to December 12th**
- **Open registration** will be accepted **January 7th to January 23rd**

All registrations can be dropped off in the preschool mailbox located in Celebration Hall. Each registration group will be done by lottery.

Tuition fees are due by the 10th of each month.

1 day per week \$55/mo.
2 days per week \$175/mo.
3 days per week \$210/mo.
4 days per week \$265/mo.

INDIAN RUN PRESCHOOL - REGISTRATION FORM

STUDENT'S NAME: LAST: _____ FIRST: _____
 PREFERRED NAME: _____ BIRTH DATE: _____
 MALE FEMALE (circle one) HOME PHONE # IF APPLICABLE _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 MOTHER'S NAME(S): _____ EMAIL _____
 MOTHER'S PHONE # _____
 FATHER'S NAME(S): _____ EMAIL _____
 FATHER'S PHONE # _____

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 Frog 5 by May 31, 2021	4/5 _____	M-T-W-TH Frog Plus 5 by September 30, 2020	4/5 _____
M-T-W-TH Star 5 by May 31, 2021	4/5 _____	M-T-W-TH Star 5 by May 31, 2021	4/5 _____
F Pre K Enrichment * 5 by May 31, 2021	4/5 _____	F Pre K Enrichment * 5 by May 31, 2021	4/5 _____
M & W Kindergarten Enrichment Attending Kindergarten 5 by September 30, 2020	5 _____	M & W Kindergarten Enrichment Attending Kindergarten 5 by September 30, 2020	5 _____
M-W-F Owl 3 day program 4 by September 30, 2020	4/5 _____	M-W-F Owl 3 day program 4 by September 30, 2020	4/5 _____
TH Owl Enrichment * 4 by September 30, 2020	4/5 _____	TH Owl Enrichment * 4 by September 30, 2020	4/5 _____
T & TH young 4 Firefly 4 by February 28, 2021	4 _____	T & TH young 4 Firefly 4 by February 28, 2021	4 _____
F young 4 Firefly Enrichment * 4 by February 28, 2021	4 _____	F young 4 Firefly Enrichment * 4 by February 28, 2021	4 _____
M & W Manatee 3 by September 30, 2020	3 _____	T & TH Whale 3 by September 30, 2020	3 _____
T & TH Turtle 3 by September 30, 2020	3 _____		
F Under the Sea * 3 by September 30, 2020	3 _____		

* Must be enrolled in weekly class to be in Under the Sea, Firefly, Owl or Pre K enrichment

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.

- Your current church home _____
- How did you hear about Indian Run Preschool? _____ ** please state name if referred by a friend _____

REGISTRATION FEE: \$75.00 (non-refundable)

Please note that the registration fee and May 2021 tuition are due upon enrollment.

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

Indian Run Preschool Tuition Agreement
School Year 2020-2021
School Copy

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, 2020**) or older and is toilet trained (**this means NO diaper or pull-up**).
2. I /We agree to pay a deposit which consists of a **\$75 registration fee** (which is nonrefundable) and the last **month's tuition for the school year (May 2021)**, which is refundable only if IRP is notified by **July 15, 2020**. This deposit must be paid at the time of the application to hold a space for your child. 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 **\$24 (1 day), \$68(2 days), \$88(3 days), \$108(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, 2020**. Without written notice, I am liable for one month's tuition. Earlier notice is desirable. Tuition for the month of **May 2021** 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. Payment is due by the 10th of each month. Payments are accepted by check or EFT. 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 # _____

Indian Run Preschool Tuition Agreement
School Year 2020-2021
Parent Copy

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, 2020**) or older and is toilet trained (**this means NO diaper or pull-up**).
2. I /We agree to pay a deposit which consists of a **\$75 registration fee** (which is nonrefundable) and the last **month's tuition for the school year (May 2021)**, which is refundable only if IRP is notified by **July 15, 2020**. This deposit must be paid at the time of the application to hold a space for your child. 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 **\$24(1 day), \$68(2 days), \$88(3 days), \$108(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, 2020**. Without written notice, I am liable for one month's tuition. Earlier notice is desirable. Tuition for the month of **May 2021** 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. Payment is due by the 10th of each month. Payments are accepted by check or EFT. 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 # _____