Middletown United Methodist Preschool & Kindergarten 2025-26 School Year

11902 Old Shelbyville Road, Louisville, KY 40243 502-245-8830 preschool@middletownumc.org - email www.middletownpreschool.com - website

Priority Registration begins January 6th – January 12th for those families currently enrolled in our Preschool, families who have had other children attend our Preschool, Child Development Center (Day Care) families, and Middletown United Methodist Church members. Registration forms may be turned in starting January 6th.

Open registration begins on January 13th for all new families.

- 1. YOUR CHILD MUST BE THE AGE OF THE CLASS YOU ARE REGISTERING FOR BY AUGUST 1, 2025. THERE ARE NO EXCEPTIONS. (For example, if you are registering your child for a 3 year-old class, your child must be 3 by August 1st.)
- 2. The registration form must be filled out **completely or it will be returned**. A separate registration form needs to be filled out for each child. All forms in the registration packet MUST be turned in together.
- 3. If you are registering your child for a 2 year-old class, you must fill out the 2 year-old Transition Plan and turn it in with the Registration packet.
- 4. The non-refundable fee of \$250.00 for the first child and \$125.00 for each added child is due with the registration form(s). This money is used for curriculum materials, classroom supplies, and a book bag for each child that they will use for school. This is an annual fee that must be paid when enrolling unless you meet one of the following criteria:
 - a. If you are an <u>active</u> Middletown United Methodist Church member, the registration fee is waived for the first child and each added child is \$125.00.
 - b. If your child is currently enrolled in the Middletown United Methodist Child Development Center (this is the Day Care on the first floor).
- 5. If we are unable to place your child in any of your acceptable choices, your registration fee will be refunded.
- 6. All checks are to be made payable to MUMP. Please write your child's name on the memo line.
- 7. Confirmation emails will be sent once your registration form and fee have been received and processed.

Please contact the Preschool Office at 245-8830 or email us at preschool@middletownumc.org with any questions.

Blessings, Kristen Clark Executive Director

Middletown United Methodist Preschool & Kindergarten (MUMP) Registration Form 2025-2026

Forms will be returned if all fields are not complete. The registration fee is due with this form.

Completed forms can be emailed to <u>MUMPforms@gmail.com</u>

Child's First Name		Child's Last Nar	me
Date of Birth	Male	Female	_
This is the name that my child g will be listed on the class rooste			I understand that this is the name that vill learn to write.
Does your child speak English?_	If no, what lar	nguage do they spe	eak?
Home Address street name and house n	umber	city/state	zip code
FATHER'S INFOR	FATHER'S INFORMATION MOTHER'S INFORMATION		OTHER'S INFORMATION
Name		Name	
Employer		Employer	
Work#		Work#	
Cell#		Cell#	
Email address		Email address	
			If not, do you have a church d attend the Day Care here?
	Parent (List name) _		
Custody Arrangement (if applic Who does not have permission Name	to take your child fro Relat	ionship	d to his/her noncustodial parent.
Sibling Information			
Name of Sibling	Date of	Birth	School and Grade in School
Other members in your househo			

DEVELOPMENTAL HISTORY (Write N/A if it does not apply to your child.)

*If your child has any developmental delays or special educational needs, please contact the school office to discuss it so we can determine together if our program can meet your child's needs.

1.	How does the allergy manifest itself?
2.	Does your child have an epi-pen? If yes, you will be emailed a medication packet that will need to be filled out and returned by the first day of school.
3.	Does your child have any medical or special dietary restrictions?
4.	Does your child have any physical limitations?
5.	Any other health concerns you have about your child?
6.	Do you have any concerns about your child's speech?
7.	Has your child received or are they currently receiving speech therapy? If so, please explain
8.	Has your child received or are they currently receiving physical therapy or occupational therapy? If so, please explain.
9.	Is your child currently in or has received developmental interventions (for gross motor, fine motor, cognitive issues, or emotional issues)? If so, please explain.
10	. Does your child have any special fears?
11	. Does your child have any sensory issues?
<u>POTT\</u>	<u>/ TRAINING</u>
1.	Is your child independently day time potty trained?
2.	Can your child verbalize when he/she needs to use the bathroom? If so, what word(s)
	do they say when they need to use the bathroom?

POTTY TRAINING POLICY

- Children enrolled in a 2 year-old class do not have to be potty trained.
- Children enrolled in a 3 year-old, 4 year-old, or Kindergarten class must be independently daytime potty trained and able to care for their own bathroom needs.
- If your child is enrolled in a 3 year-old class or older and is not independently daytime potty trained by the first day of school, you will need to contact the Director. You will be charged an added fee of \$25 per week to cover the cost of added staff to help with diaper/pull-up changes. Your child will have until October 1st to be independently daytime potty trained to continue in our program.

CLASSES OFFERED

- The non-refundable Registration fee of \$250.00 for the first child and \$125.00 for each added child is due with the registration form. YOUR CHILD MUST BE THE AGE OF THE CLASS YOU ARE REGISTERING FOR BY AUGUST 1, 2025. NO EXCEPTIONS.
- For Middletown United Methodist Church members If you are an <u>active</u> Middletown United Methodist Church member, the registration fee is waived for the first child and each added child is \$125.00.
- Child Development Center (Day Care on the first floor), there is no Registration fee. There is a 10% discount off your child's monthly tuition if they attend an afternoon preschool class. There is no discount if they attend a morning preschool class.
- STEAM Extended Day is offered Monday-Friday for children enrolled in a morning 3 year-old or 4 year-old class.
- Kindergarten Extended Day is offered Monday-Thursday with the Kindergarten teacher for children enrolled in our Kindergarten class. STEAM EXTENDED DAY is available on Fridays for Kindergartners.
- Please refer to our Handbook for more information and cost.
- We reserve the right to add, combine, or cancel a class based on enrollment.

Please show class preference by numbering your first and second choice for your child's age group if applicable.

AGE OF YOUR CHILD BY AUGUST 1, 2025	CLASSES AND DAYS OFFERED	TIME OFFERED	MONTHLY COST	ANNUAL COST	Number your choices
2 year-old	2 day 2 year-olds (Mon/Wed)	8:45-11:45am Morning Class	\$250	\$2,250	
3 year-old	2 day 3 year-olds (Tues/Thurs)	8:45-11:45am Morning Class	\$250	\$2,250	
3 year-old	3 day 3 year-olds (Tues/Thurs/Fri)	8:45-11:45am Morning Class	\$295	\$2,655	
3 year-old	3 day 3 year-olds (Tues/Wed/Thurs)	12:30-3:30pm Afternoon Class	\$295	\$2,655	
3 year-old	5 day 3 year-olds (Mon-Fri)	8:45-11:45am Morning Class	\$390	\$3,510	
4 year-old	3 day 4 year-olds (Mon/Wed/Fri)	8:45-11:45am Morning Class	\$295	\$2,655	
4 year-old	3 day 4 year-olds (Tues/Wed/Thurs)	12:30-3:30pm Afternoon Class	\$295	\$2,655	
4 year-old	4 day 4 year-olds (Mon/Tues/Wed/Thurs)	8:45-11:45am Morning Class	\$340	\$3,060	
4 year-old	4 day 4 year-olds (Mon/Tues/Wed/Thurs)	12:30-3:30pm Afternoon Class	\$340	\$3,060	
4 year-old	5 day 4 year-olds (Mon/Tues/Wed/Thurs/Fri)	8:45-11:45am Morning Class	\$390	\$3,510	
5 year-old	Kindergarten 5 day 5 year-olds (Mon/Tues/Wed/Thurs/Fri)	8:45-11:45am Morning Class	\$440	\$3,960	

^{*}A copy of your child's current Kentucky Immunization Certificate must be turned in by the first day of school. Your pediatrician's office can fax it to 502-245-9547 to the attention of PRESCHOOL.

Signature of Parent/Guardian	Date
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PAYMENT ENROLLMENT CONTRACT

- 1. I am responsible to pay a <u>non-refundable</u> Registration fee that is due with my registration form.
- 2. The annual tuition is divided into nine payments. I am responsible for paying tuition on or by the 1st of each month. All tuition payments made are <u>non-refundable</u>.
- 3. I am responsible to pay the first tuition payment by June 1st, 2025. The remaining eight payments are due on September 1st, October 1st, November 1st, December 1st, January 1st, February 1st, March 1st, and April 1st.
- 4. I will be charged a \$10.00 late fee if my monthly tuition payment is not received by the 5th of each month. If payment is not received by the 10th of the month, I will be charged a \$25.00 late fee.
- 5. Any returned checks that do not clear for insufficient funds or for any other reason will incur a \$25.00 fee, as well as any other bank fees associated with that transaction.
- 6. There are no deductions of tuition if my child misses school for illness, vacations, holidays, conference days, teacher in-service days, or days missed due to inclement weather.

Signature of Parent/Guardian	Date
Signature of Parent/Guardian	d acts as an official signature.
AUTOMATIC DEBIT FROM YOUR ACCOUNT	
· ·	d-up for the automatic debit monthly payment choice, you account we have on file, or you can attach a check to this
 I give MUMP permission to debit my accounts \$	unt they have on file for my child's 2025-26 Registration fee of als
If you would like to continue using this account fo write in the new tuition amount for the 2025-26 s	r your 2025-26 tuition payments beginning June 1st, please school year and initial by it.
	unt they have on file for my child's 2025-26 monthly tuition In June 1st, 2025. Parent/Guardian Initials
	automatic debit monthly payment choice, you can have your ng out the ACH form included in the packet. If not, you can
 I have filled out the ACH form and give MU Registration fee of \$ Par 	JMP permission to debit my account for my child's 2025-26 rent/Guardian Initials
If you would like to continue using this account fo write in the new tuition amount for the 2025-26 s	r your <i>2025-26</i> tuition payments beginning June 1 st , please school year and initial by it.
	unt for my child's 2025-26 monthly tuition payments of 25. Parent/Guardian Initials
Signature of Parent/Guardian	Date

This field acts as an official signature.

EMERGENCY MEDICAL INFORMATION (All fields below must be filled in completely.) Child's Name Birth Date On any medications? Mother's Name Phone Number Father's Name Phone Number Who should we contact in case of an emergency, and we cannot reach parents/guardians? Name ______ Phone# _____ Relationship _____ Name _____ Phone# Relationship_____ Name _____ Phone# Relationship_ Per licensing requirements, you must fill in the name, address, and phone number for doctor and hospital. These fields cannot be left blank, or your form will be returned! Doctor's Name Phone# REQUIRED FIELD - *MUST FILL IN THE NAME, ADDRESS AND PHONE NUMBER FOR YOUR DOCTOR Address Street City Zip Code Phone# Preferred Hospital____ REQUIRED FIELD - *MUST CHOOSE ONE HOSPITAL AND FILL IN THE NAME, ADDRESS AND PHONE NUMBER FOR THAT HOSPITAL Address City Zip Code State Dentist's Name_____Phone# Address I give permission to Middletown United Methodist Preschool and Kindergarten, including its director, teachers, and assistants to make any medical or other decisions right for the protection of my child while under their supervision. In case of a medical emergency, I understand that my child may be transported to a medical facility by the localemergency unit for treatment and hereby authorize Middletown United Methodist Preschool and Kindergarten to consent to any medical procedures as reasonably necessary for my child. It is understood that in some medical situations, the staff will need to contact the local emergency

resource before the parents, child's physician, and/or other adult acting on the parent's behalf.

_____ Date

Middletown United Methodist Preschool and Kindergarten

Release Form

Please read each statement and initial by it to acknowledge you understand and agree. 1. _____ I give permission for my child to take part in all activities while at the school. 2. _____ I give permission for my child to use all the indoor and outdoor play equipment, playgrounds, athletic fields, and sidewalks on our campus while at school. _ I absolve and release the teachers, the administration, and Middletown United Methodist Preschool and Kindergarten from any claim for personal injuries in the case of an accidental injury while at school. 4. I understand it is my responsibility to inform Middletown United Methodist Preschool and Kindergarten of any changes in the health of my child that would need to be listed in their file. 5. _____ I give permission for the Executive Director, Office Manager, and/or staff to take the proper steps necessary to obtain medical care for my child. An attempt to contact the parent/guardian will be made. If we are unable to reach a parent/guardian, the child will be taken to the hospital along with a staff member. I understand any incurred cost is my responsibility. 6. _____ I give permission to Middletown United Methodist Preschool and Kindergarten to use my child's name and/or photograph for classroom usage (family posters) and class emails only. 7. I give permission to Middletown United Methodist Preschool and Kindergarten to have animals/insects in the Preschool and Preschool classrooms. 8. _____ I give permission to Middletown United Methodist Preschool and Kindergarten to use my child's name, phone number, and email address in a preschool directory only. 9. _____ Middletown United Methodist Preschool and Kindergarten reserves the right to end enrollment for any student it believes has been misplaced. Misplacement is understood to include but not limited to a variety of situations among which are: behaviors inconsistent with and disruptive to the school environment, the child does not adjust to the program in a timely manner, special educational or developmental needs of the child that cannot be met appropriately by the school and the staff, or failure to follow school policies. Determination of misplacement will be made on a case by case basis, keeping in mind the welfare of the child, the student body, and the staff. 10. There may be times that a pesticide will be applied in or around Middletown United Methodist Church, Preschool and Kindergarten and/or Child Development Center while school is in session or when students or others are to be in the building during the application or within twenty-four (24) hours after the application. When we receive information about when a pest control service is to take place, an email will be sent out to families with that information. Signature of Parent/Guardian_____ Date _____

This field acts as an official signature

TRANSITION PLAN FOR TWO-YEAR OLDS TO THREE-YEAR OLDS

If you are enrolling your child in a two-year old class, you will need to fill out the form below and return it with your completed Registration form.

Parents,

Kentucky's Child Care Regulations state that children who are toddlers (under 36 months of age) must not be blended with older children for care. Here at MUMP, children are enrolled in a class based on what their age is on August 1st. We do not have the ability to move a child to another classroom when they have a birthday; this is the same for the children who turn four while enrolled in a three year-old class and for children who turn five while enrolled in a four year-old class. We run our preschool just like "big school" in that aspect.

It is our belief that children are more successful when they are allowed to remain in the same room with their friends as opposed to being promoted one at a time into a new classroom in the preschool setting. As the children enrolled in our Two-Year-Room (Toddlers) celebrate their third birthdays, our staff will ensure that the classroom is continuously updated so that programming and equipment is age and developmentally appropriate for each child in the group.

Instead of promoting your child to a new classroom on their third birthday – we will remain as a group for this school year. We believe this is the best setting for your child and look forward to a wonderful year. *This group transition plan is appropriate when an entire classroom transitions from a Two -Year-Old Class (Toddlers) to a Three-Year-Old Class (Preschool).*

By signing below, you acknowledge that you understand our plan for transitioning the Two-Year-Old Room (Toddlers) to the Three-Year-Old Room (Preschool) and believe it would be the correct placement for your child.

Signature of Parent/Guardian		Date	
	This field acts as an official signature.		
Child's Name			

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Company Name: Middletown United Methodist Preschool and Kindergarten and/or Middletown United Methodist Child Development Center For the 2025-26 School Year

I/We hereby authorize Middletown United Methodist Preschool and Kindergarten, hereinafter called PRESCHOOL, to initiate debit entries to my/our Checking Account or Savings Account (circle one) indicated below at the depository financial institution named below, hereafter called BANK and to debit the same to such account for tuition payments during the 2025-26 school year. I/We acknowledge that the origination of ACH transactions to my/our account must comply with the provisions of U.S. law.

Bank Name		
City	State	Zip
Routing number		
Account number		
*See below to locate the routing nu	umber and account number.	Check number is not needed.
PAY TO THE STORE STORE DATE STORE OF SOUTHING ACCOUNT CHECK NUMBER NUMBER NUMBER		
the following months: June, Septer April. If I/we decide to revoke this understand that this authorization	mber, October, November, E authorization before the en will remain in full force and us) of its termination in such	ne 2025-26 school year on the 1st of each of December, January, February, March, and ad of the 2025-26 school year, I/we deffect until PRESCHOOL has received written time and in such manner to afford
1. Child's name	Registi	ration fee amount \$
	Mor	nthly tuition amount \$
2. Child's name	Registi	ration fee amount \$
tuition is debited nine times through	nounts listed above. The Reg ghout the school year (as list	
Parent/Guardian Printed Name		
Signature(This field acts as an official signature)	D	0ate

Middletown United Methodist Preschool and Kindergarten

CARPOOL AUTHORIZATION FORM 2025-26

Only one form filled out per family.		
CARPOOL #		
Office will fill this in		
CHILD'S NAME	CLASS (2s, 3s, 4s, Kindergarten)	TEACHER – office will fill this in
1		
2		
3		
ADDDOVED LIST OF DEODLE OTHER TI	IANI DADENIT /CITADDIANI TITAT MASV DI	ICK LID MAY CLUI D/DEM)
 All names listed below have my United Methodist Preschool ar 	HAN PARENT/GUARDIAN THAT MAY PI y permission to pick up my child and/or nd Kindergarten. If someone different f e Preschool with a written note, email, by the other parent/guardian.	r children from Middletown from the list is to pick up my child
1	5	
2	6	
3		
4		
	. Please write in the space below the n additional carpool tags, please write a gs needed	•
Parent's Name		
Signature(The field above acts as an official	signature) Date	

MUMP Handbook Acknowledgement 2025-26 School Year

I have received and reviewed Middletown United Methodist Preschool and Kindergarten's Parent Handbook. It is my responsibility to understand and familiarize myself with the Handbook and to ask center management for clarification of any policy, procedure or information contained in the Handbook that I do not understand. This handbook may be updated from time to time, and notice will be provided as updates are implemented.

Child's Name	-	
Parent's Name	_	
Signature	Date	
(The field above acts as an official signature)		

MUMP 2025-26 CALENDAR

August 14 Staff's first day back to school

August 19 Student Visitation for parents and students (this will be in the morning –

specific class times will be sent out)

August 20-21 First Days of School

September 1 No School - Labor Day Holiday September 8-9 KidSight Vision Screening

September 22-23 Picture Days – check your child's monthly calendar for their day

September 24-25 No School for Children – Parent/Teacher Conferences

September 29 No School – Fall Break

October 1-3 No School – Fall Break

October 16 Gallrein Farms field trip (No School this day)
October 30-31 Trick or Treat! Classroom Parties – Parents invited

November 24-28 No School - Thanksgiving Holiday

December 4 All 3s morning and afternoon classes - Christmas Program 9:30am -

Dismissal following program

December 5 All 4s morning and afternoon classes – Friendly Beasts Program

9:30am – Dismissal following program

December 5 Kindergarten Christmas Program 11:00am – Dismissal following

program

December 17 2s Classes Christmas Party – Parents Invited

December 22-31 No School - Christmas Break

January 1-2
No School – Christmas Break
January 5
First day back after Christmas Break
No School – Martin Luther King, Jr. Day

February 16-17 No School for Children – Parent/Teacher Conferences

March 25-26 Easter Classroom Parties – Parents invited

March 27-31 No School – Spring Break

April 1-3 No School – Spring Break

May 1 No School – Oaks Day Holiday

May 13 Last Day of School for all 2s classes (normal class day)

May 13 All 4s morning and afternoon classes End of Year Program 9:30am

Dismissal following program

May 14 All 3s morning and afternoon classes End of Year Program 9:30am -

Dismissal following program

May 14 Kindergarten End of Year Program 11:00am - Dismissal

following program

May 15 Last day for staff

^{*}Please note the dates above are subject to change. We will let you know of any date changes when/if they occur. *Any days missed will not be made up or added to the end of the school year.*

Middletown United Methodist Preschool and Kindergarten Vision Screening Information

Dear Parents,

We will be offering a free vision screening here at the Middletown United Methodist Preschool. The KidSight Program is an eye screening program designed to catch early vision problems and correct them before they develop into a more serious condition. It's a "Kids only" free vision screening program to identify children, ages 1 through 5 with vision problems including Amblyopia, commonly known as "lazy eye".

How is Vision Screening done? It is as simple as having your child's picture taken. The South Oldham Lions Club volunteers use a special vision screening camera which is approximately 95% effective in detecting vision problems that can cause a decrease in vision. It takes only seconds per child, requires no preparation or medication, and is totally painless. *No* eye drops are used. The KidSight screening detects these vision problems in children:

- Nearsightedness
- Farsightedness
- Anisocoria (unequal pupil size)
- · Anisometropia (unequal refractive power)
- · Astigmatism (blurred vision)
- · Strabismus (misaligned eyes)

Why Do KidSight Vision Screening? The focus is on children under 6 years old because this is the critical time for the development of their eyes and their ability to focus together to produce clear images. Young children often compensate for vision problems so well that parents, teachers, and pediatricians are unaware of a problem. By the time a child is old enough to be in primary grades, many of these common vision-robbing conditions can no longer be effectively treated. Indicators of vision problems in children may include:

- Attempts to brush away blurred vision
- · Blinking more than usual
- Rubbing eyes frequently
- · Squinting when focusing on distant objects
- · Frowning excessively or tilting of the head from one side
- Stumbling over small objects
- · Sensitivity to light
- · Red, swollen, or encrusted eyelids
- · Recurring sties in the eyes
- Inflamed or watery eyes

If you would like to have your child's vision screened, you must complete the consent form and return it with the registration packet. We will let you know in advance the dates of the vision screening.

If you have any questions, please call the Preschool office at 245-8830.

Blessings, Kristen Clark Executive Director



Kentucky KidSight Consent Form

Free vision screening will be offered to your child by the local Lions Clubs in your community in conjunction with the Kentucky Lions Eye Foundation. The screening provides results to determine the presence of eye disorders including far and nearsightedness, astigmatism, strabismus (misaligned eyes), anisometropia (unequal refractive power), and media opacities (i.e. cataracts). No physical contact is made with your child and eye drops are not used. This screening is approximately 95% effective in detecting problems that can cause decrease in vision.

I, the undersigned, hereby give permission for my child to participate in the screening event. I understand the following regarding this program:

- 1. The information obtained from this vision screening is preliminary only and does not constitute a complete diagnosis of vision problems. This screening does not take the place of a complete eye exam.
- 2. <u>If my child is referred</u>, I will receive a Parent Packet with the results of the screening through the Kentucky KidSight Program.
- 3. All information is kept confidential with the Kentucky Lions Eye Foundation.
- 4. I will not hold either the Lions Club organizations or the Kentucky Lions Eye Foundation accountable for any errors of commission, omission, or other misdiagnosis.

WE MUST HAVE THIS FORM FILLED OUT IF YOU WANT YOUR CHILD TO PARTICIPATE This consent form is good from August 20, 2025-May 14, 2026

Signature of Parent or Guardian	Date
(PLEASE PRINT	BELOW)
Child's Name: First Middle Last	Male O FemaleO
Child's Date of Birth:/ Child's Age	(1-5 years):
Parents or Guardian: Phone Nun	nber:
Is your child currently under the care of an Eye Doctor ?	Yeso Noo
* * FOR OFFICE US	E ONLY * *
RESULTS: PASS REFER	CUT