



## 2024-2025 SCHOOL YEAR REGISTRATION-NEW STUDENT

Dear EEC Prospective Families,

February 26, 2024

Exciting news! Registration for the 2024-2025 School year will open on Friday, March 1, 2024 for those families on the waitlist and the public. **This will be an "IN PERSON" registration only. Our door will open at 7am and we will start the enrollment process at that time. Please be aware that registration is on a first-come, first served basis until all spots are filled.** We expect spaces will fill up VERY Quickly. We have already completed in house enrollment to our current families and have very few spaces open. We encourage you to get here early. Feel free to reach out to us to confirm that we do still have an opening in your child's age group.

Attached you will find a NEW updated tuition fee schedule, pre-enrollment form, and new payment authorization form. The registration and supply fees must accompany the enrollment paperwork to reserve a spot for your child. These fees are NON REFUNDABLE. The fees will need to be paid by check or cash in person. We are not taking online payment for registration fees this year. We will mail you a complete enrollment packet once you have completed the Pre-enrollment paperwork.

**These forms are Pre-enrollment forms that must be completed to reserve a spot for your child.** We will mail you a complete enrollment packet once you have completed the Pre-enrollment paperwork. Along with the complete enrollment packet, we will need a copy of your child's immunization records, a signed health statement from their doctor, and hearing and vision screening for all 4-year-olds. **To reserve a spot for your child, please complete the Pre-enrollment form with the number of days attending, and the NEW payment authorization form, and pay the non-refundable \$250 registration and supply fees.**

We are so excited! Our school has been growing by leaps and bounds. Our classes are full and we have a very large waitlist. We see there is more need for children to stay the extended care hours than ever before. Therefore, to accommodate our growing school and the high demand for extended care hours, we have transitioned our school to provide extended care hours to ALL children enrolled in our program. You will still have the flexibility for your child to attend the shorter day hours of 9 am to 2:30 pm; however, No discounts will be given for only attending the preschool hours. All of our tuition fees are set based on the space your child will hold, rather than the amount of hours they attend. This gives us the ability to extend your child's educational activities. ***Please see the updated fee schedule with the "NEW" tuition fees.***

Children will be assigned a class based on their age as of September 1, 2024. We are also excited to announce that we will start school the same day as AISD on August 14, 2024, and end at the same time AISD ends on May 21, 2025. Our tuition will be billed on a 10-month plan from August 1st through May 1st. Our teachers will return to work on August 5th to prepare for the start of school. We follow the Arlington ISD calendar for all holidays and closures. ***Children enrolled in our 3-year-old and Pre-K classes MUST be fully toilet trained before school starts on August 14th.***

**Additional information to take note of as you complete and submit the required forms listed below:**

- To balance our daily staffing needs, we continue streamlining our class offerings. We are offering 2, 3, and 5-day options. The 2-day option is Tuesday/Thursday, the 3-day option is Monday/Wednesday/Friday and the 5-day option is Monday-Friday.
- We have transitioned our school to provide extended care hours to ALL children enrolled in our program. No discounts will be given for only attending the preschool hours.
- To accommodate our growing school and the high demand for extended care hours, Our Teachers will continue to work a 4-day/10-hour workweek. They will have a set day off each week at which a qualified well-trained "Day off Sub" will be the teacher on that scheduled day. This will allow more children the opportunity to attend extended care hours and have the same teacher from open to close. This is also a benefit to help our teachers find more of a work/home life balance.
- Our school year will begin on August 14, 2024, and end on May 21, 2025. We follow the Arlington ISD calendar for Holidays/closings.
- **Our Tuition is set on a yearly fee divided into 10 equal monthly payments from August 1st through May 1st.**
- We will need a NEW Payment authorization form completed for the 2024-2025 school year. The ten-month payment plan is from August 1st, 2024 until May 1st, 2025.

Please contact me at 817-476-6174 or [angela@sbumc.org](mailto:angela@sbumc.org) if you have any questions or need additional information.

Blessings!  
Angela Purselley  
St. Barnabas EEC Director

**St. Barnabas UMC Early Education Center**  
**5011 W. Pleasant Ridge Road, Arlington, TX 76016**  
**817-476-6174**

**2024-2025 School Year Fee Schedule**

**Registration/Supply Fees    \$250 Flat rate**

*\*\*\*Registration and supply fees are due at the time of enrollment and are NON-REFUNDABLE.*

*Infants 6 weeks through 17 months \*based on Age as of Sept. 1, 2024*

	Extended care <u>7:30am to 5pm</u>	Yearly
2 days Tues/Thurs.	\$500/mo	\$5,000
3 days Mon/Wed/Fri	\$700/mo	\$7,000
5 days Mon-Fri	\$1000/mo	\$10,000

*Toddlers-18 months through Pre-K \*based Age as of Sept. 1, 2024*

	Extended care <u>7:30am to 5:30pm</u>	Yearly
2 days Tues/Thurs.	\$475/mo	\$4,750
3 days Mon/Wed/Fri	\$650/mo	\$6,500
5 days Mon-Fri	\$915/mo	\$9,150

*Our School year is August 14, 2024 through May 21, 2025- We follow Arlington ISD for Holidays/closings.*

**Tuition is due monthly in 10 equal payments from August 1<sup>st</sup> through May 1<sup>st</sup>**

**Sibling discount is 10% and is deducted from the oldest child's tuition.**

**5% discount if tuition is paid in full by July 26<sup>th</sup>.**

# St Barnabas UMC Early Education Center

## Pre-Enrollment Form 2024-2025

Please fill out and Return to EEC:

Today's date: \_\_\_\_\_

Child's Name \_\_\_\_\_ Phone # \_\_\_\_\_

DOB: \_\_\_\_\_ Age as of Sept 1, 2024: \_\_\_\_\_

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

Guardian #1 name: \_\_\_\_\_ Guardian #2 Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

*\*Children MUST be fully potty trained in 3's and Pre-K classes*

Days: Circle days attending

2 days Tuesday/Thursday

3 days Monday/Wednesday/Friday

5 days Monday-Friday

Hours of operation: (7:30am to 5:30pm/5pm ONLY for Infants)

We have transitioned our school to provide extended care hours to ALL children enrolled in our program. You will still have the flexibility for your child to attend the shorter day hours of 9 am to 2:30 pm; however, No discounts will be given for only attending the preschool hours. All of our tuition fees are set based on the space your child will hold, rather than the amount of hours they attend.

Please let us know the approximate drop off time \_\_\_\_\_ and Pick up time \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Does your family have a church that you regularly attend? \_\_\_\_\_

If so where? \_\_\_\_\_

Registration/Supply Fees: \$250 Flat rate

**\*\*Registration and supply fees are due at the time of enrollment and are NON-REFUNDABLE\*\***

**\*\*ALL FEES MUST ACCOMPANY THIS FORM BEFORE WE CAN HOLD A SPOT FOR YOUR CHILD\*\***

**\*\* Please note, we are not taking online payment for registration fees this year\*\***

**OFFICE USE ONLY Classroom assignment: (based on age as of September 1, 2024)**

Duckies 6wks-10m	Zoo Crew 11m-14m	Owls 15m-17m	Cubs 18m-23m	Monkey's 2's	Birdies 2's	*Doodle bug 3's	*Busy Bees 3's	*Foxes Pre-K

Office use only: PAID \_\_\_\_\_ with check# \_\_\_\_\_ or CASH \_\_\_\_\_ Date \_\_\_\_\_



2024-2025 school year

# AUTHORIZATION FORM

St. Barnabas United Methodist Church Early Education Center

<b>FOR OFFICE USE ONLY</b>	<b>STUDENT #:</b> _____	<b>DATE:</b> _____
Effective date of authorization: ____ / ____ / ____ Name of student: _____		
Type of Authorization Form: <input type="checkbox"/> New Authorization <input type="checkbox"/> Change banking information <input type="checkbox"/> Change payment amount <input type="checkbox"/> Discontinue electronic payment <input type="checkbox"/> Change payment date		
Last Name	First Name	
Address		
City	State	Zip
Email		Phone
<b>TUITION PAYMENT PLAN</b> (please check one): <input type="checkbox"/> 10 Month Plan (Aug. through May) <input type="checkbox"/> 2 month Plan (Aug and Jan) <input type="checkbox"/> 2 month Plan (June and July-Summer)		
<b>Date of first payment:</b> ____ / ____ / ____  <b>Date of last payment (optional):</b> ____ / ____ / ____	<b>Payment frequency:</b> MONTHLY	<b>Amount of Monthly Payment:</b> \$ _____
<b>CHECKING / SAVINGS</b>	Please debit payment from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing#) <input type="checkbox"/> Checking Account	Routing Number: _____ <i>Valid Routing # must start with 0, 1, 2, or 3</i>  Account Number: _____ 
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.	
Authorized Signature: _____		Date: _____