



Dear Prospective EEC Family,

February 26, 2024

Exciting news! Registration for the 2024 EEC summer program 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, Summer Tuition Agreement, and new payment authorization form and summer at a glance calendar. 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.

Children will be assigned a class based on their age as of September 1<sup>st</sup>, 2023 for the summer program. Promotion to the next age group will take place in August when the next school year begins. **To reserve a spot for your child, please complete the attached pre-enrollment form, summer tuition agreement, payment authorization form, and pay the \$125 registration and supply fees.**

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

- We are also currently accepting registration for the 2024/2025 school year starting March 1, 2024.
- To balance our daily staffing needs, we will continue streamlining our class offerings. We are offering 2, 3, and 5-day options. The 2-day option is Tuesday/Thursday, and the 3-day option is Monday/Wednesday/Friday and 5-days is Monday-Friday.
- 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.*
- 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.
- We will need the completed full enrollment packet filled out and returned to us by May 1, 2024. This includes a current copy of your child’s immunization record, a signed health form from your child’s physician, and copy of hearing and vision screening for children 4 years of age. You can drop this off in person, email the documents to [angela@sbumc.org](mailto:angela@sbumc.org) or mail them to the school.

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 Summer Program Fees**

**Registration/Supply Fees \$125 flat rate**

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

**Infants 6 weeks through 17 months \*Age as of Sept. 1, 2023**

	Hours of care <u>7:30am to 5pm</u>	Full 8 week session
2 days Tues/Thurs.	\$500/mo	\$1000
3 days Mon/Wed/Fri	\$700/mo	\$1400
5 days Mon-Fri	\$1000/mo	\$2000

**Toddlers-18 months through Pre-K \*Age as of Sept. 1, 2023**

	Hours of care <u>7:30am to 5:30pm</u>	Full 8 week session
2 days Tues/Thurs.	\$475/mo	\$950
3 days Mon/Wed/Fri	\$650/mo	\$1300
5 days Mon-Fri	\$915/mo	\$1830

**Tuition is due monthly on June 1<sup>st</sup> and July 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 May 28<sup>th</sup>**



## St. Barnabas Early Education Center 2024 Summer-At-A Glance

May 23- Meet the teacher from 2pm to 3pm (New Students)

May 28- First day of 1<sup>st</sup> summer session

June 21 – Last day of 1<sup>st</sup> summer session

June 19<sup>th</sup> EEC CLOSED-HOLIDAY

June 24-June 28-EEC CLOSED FOR SUMMER BREAK

July 1- First day of 2<sup>nd</sup> summer session

July 4-EEC CLOSED-HOLIDAY

July 26-Last day of 2<sup>nd</sup> summer session



# St Barnabas UMC Early Education Center

## Pre-Enrollment Form SUMMER 2024

Please fill out and Return to EEC:

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

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

DOB: \_\_\_\_\_ Age as of Sept 1, 2023: \_\_\_\_\_

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: \$125 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, 2023)**

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 \_\_\_\_\_

# St. Barnabas Early Education Center

## 2024 Summer Tuition Agreement

### Infants Ages 6 weeks old through Pre-K

- The EEC summer program will run Monday through Friday from 7:30 am to 5:30 pm. (Infant care (Duckies, Zoo Crew & Owls classes 7:30 am to 5 pm only))
- A child may be enrolled 2, 3, or 5 days per week. The 2-day enrollment is Tuesday/Thursday, and the 3-day enrollment is Monday/Wednesday/Friday and 5 day enrollment is Monday-Friday.
- ALL children pay a set tuition rate that includes all hours of operation, regardless of attending only the preschool hours. All of our tuition and fees are set based on the space your child will hold, rather than the amount of hours they attend. No discounts will be given for only attending the preschool hours.
- The summer program is an 8-week program broken into 2-four 4-week sessions: May 28th through June 21st AND July 1st through July 26th.
- A child is enrolled for the ENTIRE 8 weeks and the family is responsible for the entire 8-week tuition.
- Registration and supply fees are due at the time of registration and are NON-REFUNDABLE.
- Summer tuition will be due on June 1 and July 1. EEC will be closed the week of June 24th through June 28th. We will also be closed on June 19th and July 4th to observe the holidays.
- We will have all of our classrooms open for the summer and open registration to our current students/siblings only at this time. Children will remain with their current age group through the summer. Registration is on a first-come, first-served basis. We will open to the public on March 1st to fill vacant spots, if any.
- If paying summer tuition in full this must be paid by check or cash by May 28th to receive the 5% discount.
- New Students will need to complete the full enrollment packet and return it by May 1, 2024, which includes current copy of your child's immunization record, a signed health form from your child's physician, and copy of hearing and vision screening for children 4 years of age. Current student's registration paperwork will carry over for the summer. If your child has had updated immunizations, please submit them. If you need to make any other changes to the paperwork we have on file, please come by the EEC office or send an email.
- Failure to pay your child's fees on time may result in termination of services, and all fees paid will be NON-REFUNDABLE.
- Tuition payments are due regardless of attendance. Full tuition is charged for absences, regardless of illness, vacation, holidays, inclement weather closings, or COVID-19-required quarantines. No refunds, tuition allowances, or substitution of days will be made.
- All summer tuition must be paid in FULL before your child can attend school for the 2024/2025 school year.
- 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.

**I have read and understand the updated tuition fees, and Summer Tuition Agreement and agree to abide by the terms of this agreement.**

Child's Name: \_\_\_\_\_ Child's DOB: \_\_\_\_\_

Days requesting: (please circle)    2 days-T/Th                      3 days-M/W/F                      5 days- M-F

Approximate drop off time: \_\_\_\_\_ and pick up time: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**SUMMER 2024**

# AUTHORIZATION FORM

St. Barnabas United Methodist Church Early Education Center

FOR OFFICE USE ONLY		STUDENT #:	DATE:
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 (please check one):</b> <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)			
Date of first payment: ____ / ____ / ____  Date of last payment (optional): ____ / ____ / ____		Payment frequency: MONTHLY	
Amount of Monthly Payment: \$ _____			
CHECKING / SAVINGS	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: _____ <b>Valid Routing # must start with 0, 1, 2, or 3</b>  Account Number: _____ <small>           12 34 56 78 91 23 45 67 89 000            Routing Number      Account Number      Check Number         </small>
	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: _____	