



# 2024-2025 Registration And Enrollment

## Registration Special Notes

- Saint Paul UMC Families Begins Feb. 7<sup>th</sup>
- Open Registration Begins February 14<sup>th</sup>
- All Account Balances Must Be Paid Up To Date Prior Reservation Placement
- Registration Fees Are Non-Refundable And Due Upon Submittal, or
- Registration Fees May Be Split Into 2 Equal Payments **Payment 1** Due Upon Submittal **Payment 2** - Due On Or Before March 7<sup>th</sup>
- \$300.00 Maximum Registration Fee Cap For Each Family

## Section 1 - Registration Fee Amounts

Programs And Activities	10 Month (August - May)	12 Month (August - July)
Children's Learning Center Programs (7:30 am - 5:45 pm Monday through Friday)	\$150.00	\$200.00
After School Program	\$100.00	\$150.00
Summer Camp Program (June and July Only Participants)	\$50.00	

## Section 2 - Student Information (please print)

Child's Full Name			Name Called	
Date Of Birth			Or School Grade	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Social Security No.	
Current Email				
Street Address				
City				
State		Zip Code		

## Section 3 - Parent Information (please print)

Father's Name									
Street Address				City		ST		Zip	
Home Number			Work Number			Cell Number			
Mother's Name									
Street Address				City		ST		Zip	
Home Number			Work Number			Cell Number			

## Section 4 - Ages (please check the applicable box for your child)

<input type="checkbox"/>	Babies (0-12 Months)	<input type="checkbox"/>	Toddlers (12-24 Months)	<input type="checkbox"/>	2 Year Olds
<input type="checkbox"/>	3 Year Olds	<input type="checkbox"/>	4 Year Olds	<input type="checkbox"/>	School Age

(registration and enrollment continues on next page)

**Section 5 - 2024 Summer Camp Attendance Information** (please check the applicable boxes for your child)

**Option 1** 7:30 am - 12:00 pm     **Mon**    **Tue**    **Wed**    **Thu**    **Fri**  
**Option 2** 7:30 am - 5:45 pm     **Mon**    **Tue**    **Wed**    **Thu**    **Fri**  
**Weeks Planning On Attending**     06-03    06-10    06-17    06-24  
     07-01    07-08    07-15    07-22

**Section 6 2024 - 2025 School Year** (please check applicable boxes for your child) (Preschool Classes Start Promptly at 9:00 am)

	<b>Option 1</b> 7:30 am - 12:00 pm					
	<b>Option 2</b> 7:30 am - 5:45 pm					
	<b>Option 3</b> After School		<b>Option 3a</b> Jesse Boyd Pick Up		<b>Option 3b</b> Pine Street Pick Up	
	After School Attendance	<input type="checkbox"/> <b>Mon</b>	<input type="checkbox"/> <b>Tue</b>	<input type="checkbox"/> <b>Wed</b>	<input type="checkbox"/> <b>Thu</b>	<input type="checkbox"/> <b>Fri</b>

**Section 7 2024 - 2025 Summer Camp and Children Learning Center Tuition**

<b>Summer Camp</b>	<b>Option 1</b>	7:30 am - 12:00 pm	<b>School Aged Children Only</b>	<b>\$100.00 per week</b>
<b>Summer Camp</b>	<b>Option 2</b>	7:30 am - 5:45 pm	<b>School Aged Children Only</b>	<b>\$195.00 per week</b>
<b>Children's Learning Center</b>	<b>Option 1</b>	7:30 am - 12:00 pm	<b>Infant And Toddlers</b>	<b>\$435.00 per month</b>
<b>Children's Learning Center</b>	<b>Option 2</b>	7:30 am - 5:45 pm	<b>Infant And Toddlers</b>	<b>\$815.00 per month</b>
<b>Children's Learning Center</b>	<b>Option 1</b>	7:30 am - 12:00 pm	<b>2, 3 And 4 Year Old</b>	<b>\$425.00 per month</b>
<b>Children's Learning Center</b>	<b>Option 2</b>	7:30 am - 5:45 pm	<b>2, 3 And 4 Year Old</b>	<b>\$780.00 per month</b>
<b>Children's Learning Center</b>	<b>Option 3</b>	After School Drop Off/Pick Up To 5:45 pm		<b>3 Days - \$290.00 per month</b>
<b>Children's Learning Center</b>	<b>Option 3</b>	After School Drop Off/Pick Up To 5:45 pm		<b>4 Days - \$330.00 per month</b>
<b>Children's Learning Center</b>	<b>Option 3</b>	After School Drop Off/Pick Up To 5:45 pm		<b>5 Days - \$375.00 per month</b>

**Special Note:** During holiday breaks, children participating in our After School program are eligible to sign up for all day activities at the Learning Center. There is an additional charge of \$15.00 per day for each child participating. This charge applies only for those children enrolled in the After School program. Contact the school office to make your reservations.

**Parent Signature** 
**Date**

**Are You A Member Of Saint Paul UMC?**     **Yes**     **No**

(For Office Use Only)

Registration Date: \_\_\_/\_\_\_/\_\_\_    Amount Paid Feb. \_\_\_\_\_    Amount Paid Mar. \_\_\_\_\_  
 Enrollment Date: \_\_\_/\_\_\_/\_\_\_

**Section 8 - Medical Emergency Contacts** (other than parent - please print)

Emergency Contact 1 Name								
Relationship					Phone Number			
Street Address		City			ST		Zip	
Emergency Contact 2 Name								
Relationship					Phone Number			
Street Address		City			ST		Zip	

**Section 9 - Family Physician** (please print)

Family Physician Name					Phone Number			
Street Address		City			ST		Zip	

**Section 10 - Authorized To Drop Off/Pick Up** (please print)

Name					Phone Number			
Street Address		City			ST		Zip	
Relationship		ID			Date			
Name					Phone Number			
Street Address		City			ST		Zip	
Relationship		ID			Date			
Name					Phone Number			
Street Address		City			ST		Zip	
Relationship		ID			Date			
Name					Phone Number			
Street Address		City			ST		Zip	
Relationship		ID			Date			
Name					Phone Number			
Street Address		City			ST		Zip	
Relationship		ID			Date			

**Section 11 - Permission/Authorization To Obtain Emergency Medical Treatment And Transport To Emergency Medical Center** (please print)

<b>I/We</b>		<b>Being the</b> (check one) <input type="checkbox"/> Parent <input type="checkbox"/> Guardian
<b>of</b>		<b>Authorize</b> Saint Paul UMC Children's Learning Center

(please print child's name)

<b>to seek, obtain and consent to</b>	<input type="checkbox"/> <b>Emergency Medical Transport</b>	<input type="checkbox"/> <b>Emergency Medical Treatment</b>
<b>for</b>		<b>as deemed necessary by a licensed medical provider.</b>

(please print child's name)

This authorization is for the time period when your child is in the care of Saint Paul UMC Children's Learning Center until the arrival of designated family member. Spartanburg Regional Mary Black Campus is the designated Emergency Services Provider.

<b>Name</b>		<b>Date</b>	
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**Section 12 - Permission To Administer Medications** (please print)

*As stated in the Parent's Handbook (page 9 - 10), the following guidelines are followed.*

If your child requires medication during the hours of operation, you must provide a doctor's note with the exact time medication is to be given, however NO controlled substances will be administered. Medication must be accompanied by a completed medication form each day medication is to be administered and must be given to the Administrative Director or Assistant Director. Please do not leave the medication with any other teacher or staff person. Do not send medication in a child's bag or lunch box. It is the responsibility of the parent to pick up the medication each day. It cannot be left overnight. Only authorized staff members can administer medications. If such authorized staff are not available, medication will not be administered. These guidelines will be strictly enforced. If your child is involved in an accident and needs medical attention a staff member will contact you and call for medical help if necessary.

<b>I/We</b>		hereby authorize Saint Paul UMC Children's Learning Center
<b>to administer medications for</b>		<b>Date</b>

(please print child's name)

**Section 13 - Water Activities Permission** (please print)

<b>I/We</b>		hereby authorize Saint Paul UMC Children's Learning Center
<b>to administer medications for</b>		<b>Date</b>

(please print child's name)

Water Activities On Saint Paul UMC Campus include Inside Water Table - Outside Water Table - Sprinkler - Slip'n Slide.

**Section 14 - Topical Lotion Permission** (please print)

<b>I/We</b>		hereby authorize Saint Paul UMC Children's Learning Center
to use the following on		<b>Date</b>

(please print child's name)

<input type="checkbox"/>	<b>Sunscreen</b>	<input type="checkbox"/>	<b>Sunburn Relief</b> (spray/lotion/gel)	<input type="checkbox"/>	<b>Desitin / A&amp;D</b>
<input type="checkbox"/>	<b>Hand Lotion</b>	<input type="checkbox"/>	<b>First Aid</b> (cream/lotion/spray)	<input type="checkbox"/>	<b>Insect Repellent</b>
<input type="checkbox"/>	<b>Vaseline</b>	<input type="checkbox"/>	<b>Other</b>		

**Section 15 - Bus Authorization For Children 3 Years Of Age And Older** (please print)

<b>I/We</b>		hereby authorize Saint Paul UMC Children's Learning Center
to allow my child to ride the bus.		<b>Date</b>

(please print child's name)

**Section 16 - Permission To Participate** (please print)

I/We give permission for my child to use all playground equipment and to participate in all activities of the Children's Learning Center programs. I give my child permission to participate in school sponsored field trips on which staff personnel will supervise. I understand that every precaution will be taken to ensure the health and safety of my child.

<b>I/We</b>		hereby authorize for my child to participate in the above
stated activities.		<b>Date</b>

(please print child's name)

## Section 17 - Written Confidentiality Policy (please print)

The purpose of this policy is to provide guidance and direction on the creation and management of information and records and to clarify staff responsibilities. The records management program is intended to maintain, protect, retain and dispose of records in accordance with operational needs; federal, state, and local government regulations; fiscal and legal requirements; historical value; and business reference purposes.

In accordance with South Carolina Department of Social Services Regulation 114-523 E, student and staff records must be maintained in a secured environment.

- I. All current files containing records of staff and students are kept in a locked filing cabinet in the Administrative Director's office. Locked archived records are kept in storage in a designated location(s) on the Saint Paul UMC campus.
- II. The Administrative Director, the Assistant Director and the Children's Learning Center Board chair will each be assigned keys to lock and unlock records cabinets.
- III. Cabinets will remain locked at all times, unless a file needs to be retrieved for use, stored after use, or in the event of a records request from an audit by Federal, State, Local Agencies or by an audit team from Saint Paul United Methodist Church Children's Learning Center Board.
- IV. Staff and Student files will be reviewed quarterly to ensure files are complete, current and compliant to all federal, state or local regulations. This review will take place by one of the following: Administrative Director, Assistant Director or Children's Learning Center Board designee.
- V. On the first business day of each fiscal year (fiscal year begins in August), all files will be reviewed. Students no longer in attendance shall be transferred to the archive file location. Files for previously employed staff members of Saint Paul UMC Children's Learning Center shall be moved to the designated archive cabinet. Archived records are retained for three (3) years and are kept locked at all times.
- VI. Archived files over three (3) years in age are to be removed and destroyed by means of shredding so that no personal information or records can be retrieved. Shredding services can be conducted by the Administrative Director, Assistant Director, church Financial Secretary or an approved company providing secured shredding services.
- VII. Records (including attendance) may not leave Saint Paul UMC, with the exceptions made in the form of answers to subpoenas, court orders or statutes.
- VIII. Parents or legal guardians may view their child's records by request, but may not remove or copy records.
- IX. Records will be secured at all times. At no time shall records be left unattended with parents or legal guardians, family members or visitors.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Section 18 - Social Media Policy (please print)

Saint Paul UMC follows the United Methodist Safe Sanctuary Policies. This policy includes a section concerning the photographs of a child in our care and the use of the photograph in areas including social media platforms. In order to secure your child's rights to privacy, it is our policy only to share photographs of your children through the secure access through Brightwheel and the private (closed) Learning Center Facebook page. With your signature below, you agree that photographs of your child may be shared on these two secure platforms.

Signature \_\_\_\_\_

Date \_\_\_\_\_