

# Williams School

4000 Moores Lane \* Texarkana, TX \* 75503  
School Phone: 903-838-9517 \* School Fax: 903-223-7291

## 2010 – 2011 Summer & Fall Registration Packet

### *About the Williams School...*

We offer preschool classes for two, three and four-year-olds during the traditional school year. Two-year-old classes are either five day or three day (Monday-Wednesday). Three and four-year-old classes are five days only. Preschool begins at 8:15 a.m. and ends at 11:30 a.m. Extended care (available only to students enrolled in the preschool) is available from 7:15 a.m. to 5:30 p.m. There is also a separate option available for preschool-only children who need to arrive before 8 a.m.

Mother's Day Out is offered for children (who are between 8 months and 2 years of age as of September 1st) on Mondays and Wednesdays. All students must be enrolled to attend the programs. "Drop-in's" are not accepted. The MDO summer session is a eight-week session. (MDO in the summer will not meet July 26<sup>th</sup> and July 28<sup>th</sup> due to Vacation Bible School.

The Summer 2010 session offers full-day classes only. Two-year-olds, three-year-olds, and four-year-olds have an option of five days or three days (Monday-Wednesday).

*Note: Morning preschool is available only during the traditional school year.*

In addition to an orientation that includes fire safety and operations policies, all staff members are CPR and First Aid certified. Each staff person must complete a minimum of 15 continuing education/training hours each year.

### *Schedule*

The **summer session** will begin Monday, June 14<sup>th</sup>, and conclude Friday, **August 13<sup>th</sup>**. School will be closed Monday, July 5<sup>th</sup> for Independence Day and Monday, August 2<sup>nd</sup> for staff inservice. **During the traditional school year, we follow the Pleasant Grove ISD schedule.** This year, the first day of school is set for Monday, August 23<sup>rd</sup>. A copy of the 2010-2011 school schedule will be provided in early August.

### *Enrollment*

Enrollment is understood to be for the entire traditional school year (**August 23<sup>rd</sup> – June 3<sup>rd</sup>**) and/or the entire summer session. Registration fee and monthly tuition, once paid, are non-refundable. During the school year, extended care is offered only for children enrolled in the morning preschool classes.

### *Tuition*

Tuition for the nine-week **summer session is due June 1<sup>st</sup>, July 1<sup>st</sup> and August 1<sup>st</sup>.**

The first tuition payment for the **traditional school year is due August 15<sup>th</sup>.**

Tuition is based on the number of school days multiplied by the daily rate. This is divided into ten equal payments for the traditional school year and three equal payments for the summer session. Payments for the traditional school session (**August 23<sup>rd</sup> – June 3<sup>rd</sup>**) are due on the 15<sup>th</sup> of each month. All monies once paid are non-refundable. Mail or bring payments to the school at 4000 Moores Lane, Texarkana, TX 75503. Please write the child's name in the memo section of the check. For your convenience, we offer automatic bank draft. Information is available in the school office. A monthly receipt for payment will be provided if requested. These receipts will be placed in the child's cubby on the 25<sup>th</sup> of each month. A yearly statement will be available for tax purposes after January 15<sup>th</sup> each year.

### ***Fees and Discounts***

Tuition is due the first day of each month during the summer and the 15<sup>th</sup> of the month during the traditional school year. A \$10.00 late fee will be charged for tuition payments made after the 5<sup>th</sup> of the month for summer and the 20<sup>th</sup> of the month for the traditional school year. Any check returned for non-sufficient funds must be replaced with cash/money order in addition to a \$15 processing fee.. Subsequent tuition payments must be made by cash/money order for the remainder of the school session.

Regarding tuition discounts, the first child in a family pays full tuition. Each additional child in the same family will receive a 5% discount on tuition.

If an account is more than 15 days past due, the Williams School reserves the right to dis-enroll the child(ren) from the program.

### ***Registration***

**A person may only register for his/her own children. If designated, a person other than the parent may register for children in one family. No one may register children in more than one immediate family.**

**For example, you may not register for your own children and a friend's child.** Please note that only one child can be registered at a time. To register multiple children, you may have to go to different tables. Registration is open on a first-come, first-serve basis on the following dates:

Current students                      Monday, March 8<sup>th</sup> for all programs (including MDO)

Church members & siblings of current students

Tuesday, March 9<sup>th</sup> for all programs (including MDO)

Open Registration                      Wednesday, March 10<sup>th</sup> for all programs (including MDO)

Registration will remain open until all classes are filled.

### ***Requirements***

The following records must be submitted to the school before your child can attend:

\_\_\_\_\_ **Summer and/or Fall Registration forms (due at registration)**

\_\_\_\_\_ Admission Information form

\_\_\_\_\_ Signed receipt of Handbook

\_\_\_\_\_ **Registration payment (due at registration)**

\_\_\_\_\_ first tuition payment (see box below)

New Students must also provide

\_\_\_\_\_ current immunization records including a completed TB questionnaire (available in office)

\_\_\_\_\_ signed physician's statement

Any check that is returned for non-sufficient funds will result in the cancellation of the child(ren)'s registration. Any child enrolled for the summer and also registered for the fall session, but whose account is not up-to-date by August 5<sup>th</sup>, forfeits his/her enrollment spot for the fall session. If space is available, the child may re-register for the fall session when the account is paid in full.

Please contact us if you have questions or need additional information.

#### **For Staff use only:**

Your child's summer tuition payment of \_\_\_\_\_ will be due June 1, July 1 and August 1, 2010. A late fee of \$10 will be added for payments received after the 5<sup>th</sup> of the month.

Your child's tuition payment for the traditional school year beginning in August 2010 will be \_\_\_\_\_. This payment is due at the 15<sup>th</sup> of each month beginning with August 15, 2010. A late fee of \$10 will be added for payments received after the 20<sup>th</sup> of the month. **Please note that if you register for summer and fall sessions, you will have two tuition payments in August, the 1<sup>st</sup> and the 15<sup>th</sup>.**

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

# Williams School ~SUMMER 2010 Registration Form

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Dad's Phone number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mom's Phone number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Names of parents: \_\_\_\_\_

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

street

city

zip

*E-mail for school use only:* \_\_\_\_\_

**Do you wish to share this email address with the church?** YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have a child currently enrolled in the Williams School? \_\_\_\_\_

Are you a member of Williams Memorial United Methodist Church? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*\*\*

Registration Fee (non-refundable) *Circle one:* Current student - Previously paid  
New Student - \$40

Summer 2009 ~ (June 14<sup>th</sup> – August 13<sup>th</sup>)

For new students, immunization records and a physician's statement are due **Tuesday, June 1<sup>st</sup>**. The first payment for summer tuition is due **Tuesday, June 1<sup>st</sup>**. The subsequent summer tuition payments will be due **July 1<sup>st</sup> and August 1<sup>st</sup>**. If a child is enrolled for summer, his/her tuition must be paid in full by August 5<sup>th</sup> for the account to be considered current. Any child who is registered for the fall session, but whose account is not paid in full by August 5<sup>th</sup>, forfeits his/her enrollment spot for the fall session. If space is available, the child may re-register for the fall session when the account is paid in full.

*Check One:*

**Transitional class (designed for students that will be enrolled in two year old class in the fall.)**

\_\_\_\_\_ Five day (Monday – Friday) monthly summer tuition: \$345

\_\_\_\_\_ Three day (Monday – Wednesday) monthly summer tuition: \$260

**Two-year-old class (for students currently enrolled in this class or two years as of Sept 1, 2009)**

\_\_\_\_\_ Five day (Monday – Friday) monthly summer tuition: \$345

\_\_\_\_\_ Three day (Monday – Wednesday) monthly summer tuition: \$260

*(Please note: Each 2-year-old class must have a minimum of 9 students in order for the class to make.)*

**Three-year-old class (for students currently enrolled in this class or three years as of Sept. 1 2009)**

\_\_\_\_\_ Five day (Monday – Friday) monthly summer tuition: \$310

\_\_\_\_\_ Three day (Monday – Wednesday) monthly summer tuition: \$235

*(Please note: Each 3-year-old class must have a minimum of 14 students in order for the class to make.)*

**Four-year-old class (for students currently enrolled in this class or four years as of Sept. 1 2009)**

\_\_\_\_\_ Five day (Monday – Friday) monthly summer tuition: \$310

\_\_\_\_\_ Three day (Monday – Wednesday) monthly summer tuition: \$235

*(Please note: Each 4-year-old class must have a minimum of 16 students in order for the class to make.)*

**For Staff use only:**

Staff Initials \_\_\_\_\_

Date: \_\_\_\_\_ Amount paid \$ \_\_\_\_\_ Check number: \_\_\_\_\_ Handbook Receipt. \_\_\_\_\_

# THE WILLIAMS SCHOOL ~ FALL 2010 Registration Form

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Dad's Phone number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mom's Phone number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Names of parents: \_\_\_\_\_

Address: \_\_\_\_\_  
street city zip

**E-mail for school use only:** \_\_\_\_\_

**Do you wish to share this email address with the church?** YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have a child currently enrolled in the Williams School? \_\_\_\_\_

Are you a member of Williams Memorial United Methodist Church? Yes \_\_\_\_\_ No \_\_\_\_\_

Annual Registration Fee (non-refundable) \$150.

(Registration fee covers the period of August 2010 to August 2011)

For new students, immunization records, and physician's statement are due August 15<sup>th</sup>. August tuition is due August 15<sup>th</sup>. Traditional school year ~ beginning **August 23, 2010**.

*Check One:*

## Two-year-old class (child must be 2 years of age as of September 1, 2010)

\_\_\_\_\_ Five day (Mon.-Fri.) pre-school only Monthly tuition: \$250.  
\_\_\_\_\_ Five day (Mon.-Fri.) pre-school + extended care Monthly tuition: \$440.  
\_\_\_\_\_ Three day (Mon.-Wed.) pre-school only Monthly tuition: \$195.  
\_\_\_\_\_ Three day (Mon.-Wed.) pre-school + extended care Monthly tuition: \$315.  
\_\_\_\_\_ Five day (Mon.-Fri.) pre-school + extended care Mon.-Wed Monthly tuition: \$370.

## Three-year-old class (child must be 3 years of age as of September 1, 2010)

\_\_\_\_\_ Five day (Mon.-Fri.) pre-school only Monthly tuition: \$215.  
\_\_\_\_\_ Five day (Mon.-Fri.) pre-school + extended care Monthly tuition: \$395.  
\_\_\_\_\_ Five day (Mon.-Fri.) pre-school + extended care Mon.-Wed Monthly tuition: \$345.

## Four-year-old class/Four-year-old transitional class (child must be 4 years of age as of September 1, 2010)

\_\_\_\_\_ Five day (Mon.-Fri.) pre-school only Monthly tuition: \$215  
\_\_\_\_\_ Five day (Mon.-Fri.) pre-school + extended care Monthly tuition: \$395  
\_\_\_\_\_ Five day (Mon.-Fri.) pre-school + extended care Mon.-Wed Monthly tuition: \$345

**Early Arrival** - Two, Three and Four-year-olds enrolled for pre-school only who need to arrive before 8 a.m., may sign-up for early arrival.

\_\_\_\_\_ Five day Monthly early arrival fee: \$30.

\_\_\_\_\_ Three day Monthly early arrival fee: \$20.

## We must have confirmation of your child's enrollment and payment of tuition by August 20, 2010.

I understand that my monthly tuition payment will be \_\_\_\_\_. August 2010 tuition is due on August 15<sup>th</sup>. **If August tuition is not paid by 5:30 p.m., Thursday, August 19<sup>th</sup>, I understand that enrollment is not guaranteed, and the space may be offered to another child.** The registration fee, once paid, is not refundable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Staff use only:**

Staff Initials \_\_\_\_\_

Date: \_\_\_\_\_ Amount paid \$ \_\_\_\_\_ Check number: \_\_\_\_\_ Handbook Receipt \_\_\_\_\_

# Summer 2010 Registration Form

## THE WILLIAMS SCHOOL

### Mother's Day Out Program

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Dad's Phone number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mom's Phone number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Names of parents: \_\_\_\_\_

Address: \_\_\_\_\_  
street city zip

*E-mail for school use only:* \_\_\_\_\_

*Do you wish to share this email address with the church? YES \_\_\_\_\_ NO \_\_\_\_\_*

Do you have a child currently enrolled in the Williams School? \_\_\_\_\_

Are you a member of Williams Memorial United Methodist Church? Yes \_\_\_\_\_ No \_\_\_\_\_

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Registration Fee (non-refundable)

Current Mother's Day Out students -----\$0

New Mother's Day Out students -----\$35

(Registration fee covers the period of summer 2010)

**Summer 2010 (June 14<sup>th</sup> – August 13<sup>th</sup>)**

**MDO will be closed July 5<sup>th</sup>, for Independence Day holidays as well as July 26<sup>th</sup> & July 28<sup>th</sup> for Vacation Bible School.**

**Tuition is due June 1<sup>st</sup>, July 1<sup>st</sup> and Aug 1<sup>st</sup>.**

\_\_\_\_\_ Mother's Day Out classes (*Monday & Wednesday 8:15 a.m. to 2:30 p.m.*)

Monthly summer tuition: \$95

**Child must be at least 8 months of age as of June 1, 2010**

**There will be two MDO classes. Classes will be separated by age after all 18 spots are filled.**

<b>For Staff use only:</b>	Staff Initials _____
Date: _____	Amount paid \$ _____
Check number: _____	Handbook Receipt _____

**Fall 2010 Registration Form**  
**THE WILLIAMS SCHOOL**  
**Mother's Day Out Program**

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Dad's Phone number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mom's Phone number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Names of parents: \_\_\_\_\_

Address: \_\_\_\_\_  
street city zip

*E-mail for school use only:* \_\_\_\_\_

**Do you wish to share this email address with the church? YES \_\_\_\_\_ NO \_\_\_\_\_**

Do you have a child currently enrolled in the Williams School? \_\_\_\_\_

Are you a member of Williams Memorial United Methodist Church? Yes \_\_\_\_\_ No \_\_\_\_\_

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Annual Registration Fee (non-refundable) \_\_\_\_\_ \$90

(Registration fee covers the period of August 2010 to August 2011)

For new students, immunization records and physician's statement are due **August 15<sup>th</sup>**.

August tuition is due **August 15<sup>th</sup>**.

Traditional school year ~ beginning August 23, 2010.

\_\_\_\_\_ Mother's Day Out classes (Monday & Wednesday 8:15 a.m. to 2:30 p.m.) Monthly tuition: \$125

**Child must be at least 8 months of age but less than 24 months of age as of September 1, 2010**

**There will be two MDO classes. Classes will be separated by age after all 18 spots are filled.**

<b>For Staff use only:</b>	Staff Initials _____		
Date: _____	Amount paid \$ _____	Check number: _____	Handbook Receipt _____