



**THE LEARNING ARK  
OF FIRST UNITED METHODIST CHURCH  
ENROLLMENT POLICIES**

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Enrollment is the responsibility of the Director with the assistance of the staff as needed. Annual enrollment will take place each March, and be applied to the following school year beginning in August/ September.

***Registration Fee***

A non-refundable registration fee of \$100.00 per child per school year is expected at the time of registration. Enrollment in the preschool will not be secured until payment of the registration fee is made. This fee will cover any tuition due for the months of August and June only. All other monthly tuition is due each month at the standard rate.

***Teacher Requests***

Specific teacher requests may be submitted in writing to the Director and will be considered, but no guarantees will be made.

***Waiting List***

If necessary, a waiting list will be created for the current year.

***Monthly Tuition***

The current monthly tuition rate is \$175/month per child with no discounts or additional fees. Monthly tuition must be paid via automatic withdrawal from either checking or savings account on the 5<sup>th</sup> of the month, September thru May. Automatic payments may be made via credit card for an additional \$5/month fee.

***Discounts***

Discounts to monthly tuition may be applied as follows:

- \$10/month discount if the child is related to an official member of First United Methodist Church, Cheyenne, WY
- Families with 2 or more children enrolled at The Learning Ark Preschool of FUMC, the first child is \$175/month and each additional child will be \$150/month.

***Toilet Training***

All Learning Ark Preschool students must be fully toilet trained before their first day of class. Pull-ups will be provided in case of accidents, but alternate clothing will be the parent's responsibility.

### ***Admissions***

The Learning Ark Preschool will accept admission of all qualified (age appropriate) students on a first-come, first serve basis with no regards to race, color, ethnicity, nationality, gender, income, or religious affiliation.

### ***Special Needs Children***

The Learning Ark Preschool is a preschool with one teacher and possibly one support staff in each classroom every day. Support staff assist in the classroom as assigned. The Learning Ark Preschool needs to consider each child individually and make certain their needs can be met. All due diligence will be given to ensure that each and every child can be successful in our classes. Situations may arise in which parents may be asked to assist their child in the participation of certain activities based on the individual child's needs.

A simplified registration form must be filled out at the time of registration; all other documentation required for admittance to the preschool must be returned by August 15th.