



2024-2025 Enrollment Packet

Enrollment opens March 1, 2024, at 7:00 AM in the KOC preschool office.

To Enroll:

1. Complete the attached enrollment packet and return it to the KOC office along with the **non-refundable \$80 enrollment fee** (check or cash only) as soon as possible. Space is limited and spots typically fill quickly. We confirm enrollment on a first come first serve basis.
2. Once enrollment has been confirmed, complete and return the state-required paperwork listed below:
 - A. Medical Examination Report (attached & also available on the website)
 - B. Copy of immunization record

*These items must be turned in to our office prior to starting preschool.

No packets will be taken prior to March 1, 2024 at 7:00 AM. You must register in person. You will do so by visiting the Kids of Creation entry on the southeast corner of Wesley Church.

If you have any questions, please call 417-720-1053



2024-2025 Enrollment Form

Office Use Only:

Classroom: _____

Start Date: _____

Registration Fee Pd: _____ Chk ___ Cash ___

Complete all lines:

Child's Full Name _____ Birth Date _____ Sex _____

Address _____ City/State _____ Zip _____

Parental Information:

Mother's Name or Guardian: _____ Phone # _____

Address _____ City/State _____ Zip _____

Email _____ Mother's Employer _____

Work # _____ Work Address _____

Father's Name or Guardian: _____ Phone # _____

Address _____ City/State _____ Zip _____

Email _____ Father's Employer _____

Work # _____ Work Address _____

Emergency Contacts other than Parents:

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Authorized Individuals to Pick-Up Child other than Parents:

Name: _____

Name: _____

Authorization for Emergency Medical Care:

I understand that in case of a medical emergency, I will be notified immediately. If my child requires emergency medical care, the physician and preferred hospital to be used are as follows:

Doctor _____ Phone _____

Hospital _____ Phone _____

Medical Information:

Does your child have any allergies? (Additional paperwork may be needed) _____

Hearing, vision, or speech difficulties _____

Other medical information _____

Please make your program/schedule selection below by placing a "x" in the appropriate box.

Program/Schedule Selection		
	Full Day	Young 2's: Travelers, Voyagers *Must be 18 months by Aug 1, 2024
	7:30am-5:30pm	
	"x"	
Half Day	Full Day	2/3's: Seekers, Explorers *Must be 2 by Aug 1, 2024
9am-1pm	7:30am-5:30pm	
"x"	"x"	
Half Day	Full Day	3/4's: Navigators, Aviators, Conductors *Must be 3 by Aug 1, 2024 & TOILET TRAINED
9am-1pm	7:30am-5:30pm	
"x"	"x"	
Half Day	Full Day	Pre-K: Discovery, Adventure, Journey *Must be 4 by Aug 1, 2024 & TOILET TRAINED
9am-1pm	7:30am-5:30pm	
"x"	"x"	

**4-Day M-Th may be available for 2/3's & 3/4's; check with office for availability.

***It may be required that children move to a different age group based on developmental and social needs.

Getting to know your child:

Names and ages of siblings living at home _____

Please share any information regarding family dynamics or living arrangements that you feel would be beneficial for us to know _____

Any other information that would help us understand your child and his/her unique personality _____

Does child attend Sunday School and/or church? _____ Where? _____

How did you hear about our Kids of Creation program? _____



Kids of Creation Preschool Agreements

Please initial the statements below (answer yes/no as needed).

1. _____ When my child is ill, I understand that my child will not be accepted into school. Illness is indicated by a fever of 99.0 or greater (taken under the arm) in the past 24 hours, diarrhea, or vomiting. In the event of illness or rash a doctor's note may be required.
2. _____ I understand that KOC has extended holiday closures as well as a teacher work week in August. Please refer to the KOC calendar for specific dates.
3. _____ I give permission for my child to be photographed and the photos to be used for school brochures, social media and the website. My child's personal information, such as his/her name, will **NOT** be attached to any photograph used. If you would prefer for your child's picture not to be used, please initial "Classroom Use Only" and your child's picture will not be used outside of the classroom. **Classroom Use Only:** _____
4. _____ I agree to communicate with the school if my child is going to be out sick or on vacation.
5. _____ I understand that tuition is due at the beginning of each week and that check or cash are the only payment methods accepted at this time.
6. _____ I understand that I need to give a two-week notice if I withdraw my child from the program. I understand that I'm responsible for payment in full whether or not my child continues attendance during these two weeks.
7. _____ *FULL DAY FAMILIES ONLY* – I understand that the preschool day ends at 5:30pm for full time families and that I will be charged a late fee of \$25.00 if my child is picked up after that time.
8. _____ *FULL TIME, FULL YEAR FAMILIES ONLY* – I understand that I am allowed to use a one-week vacation each calendar year, and that I will receive a full tuition credit for that week. I also understand that I must complete and return a "Vacation Request" form one week prior to the vacation being taken. *Vacation must be used in a full-week increment.
9. _____ I understand that if Kids of Creation closes or has a late start due to inclement weather conditions, it will be communicated via local news media, mass parent email, text alert and Facebook. I also understand that no tuition credit will be given in the case of school cancellation.
10. _____ In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending KOC may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. Please note, the names of individual children are confidential and will not be released.

In addition to the \$80 enrollment fee, all classes will be charged a *one-time* curriculum fee at the beginning of the school year. This curriculum fee will cover all curriculum material ordered for each individual child, as well as all field trips and extracurricular activities. Enrollment is on a first-come, first-serve basis and is not guaranteed until the enrollment form and registration fee are received in the office.

Parent Signature _____ Date _____

Communication & Payment Information

Playground Application:

KOC uses an online system to manage student accounts called Playground. You will receive an email invitation to register for your online Playground account toward the beginning of the school year. The invitation link is only valid for 24 hours, so be sure to sign up within that timeframe.

By downloading the app, you will be able to see a snapshot of your child's file and billing account. While there is not an option to pay online, you are able to view billing details, including payments once they've been posted to your child's account. On the app, you are also able to receive announcements from us, update your child's information, parent/guardian information, people authorized to pick up your child, etc. You are also able to upload identification pictures of your child, parents/guardians, and other contacts on your child's account.

Tax Info/Detailed Payment Receipts:

Receipts and statements can be printed online through Playground. Tax statements will also be available in Playground by the end of January each year.

Text Alerts:

KOC does have the ability to send text alerts to guardians via the Playground system. This feature will only be used to communicate urgent notifications if there were to be an emergency or inclement weather closure.

Email Communication:

It is very important that parents/guardians have current email addresses on file at all times. Many communications from KOC will come via email, including activity reminders, inclement weather updates, schedule changes, and other important announcements.

Private Facebook Classroom Pages:

Each classroom has a private Facebook page where they can communicate important events, announcements, reminders, etc. They will also share classroom photos and stories with their students' families. There will be a permission slip that goes home during the first week of school that includes instructions on joining the private classroom group. If you do not have a Facebook account, you will not be able to view this group.

Please retain this for your records.

*These rates are effective as of 8/19/2024.

WEEKLY PRICING

<u>Pre-Kindergarten Classes</u> Discovery, Adventure, Journey			
		4 Day M-Th	5 Day M-F
Preschool Only 9am-1pm		\$120	\$130
Full Day 7:30am-5:30pm		\$200	\$220
<u>3/4 Year Olds</u> Navigators, Aviators, Conductors			
		3 Day M/W/F	5 Day M-F
Preschool Only 9am-1pm		\$110	\$130
Full Day 7:30am-5:30pm		\$180	\$220
<u>2/3 Year Olds</u> Explorers, Seekers			
	2 Day T/Th	3 Day M/W/F	5 Day M-F
Preschool Only 9am-1pm	\$100	\$110	\$130
Full Day 7:30am-5:30pm	\$140	\$190	\$230
<u>Young 2's:</u> Travelers, Voyagers			
Full Day 7:30am-5:30pm No half day option for this age	2 Day T/Th	3 Days M/W/F	5 Day M-F
Age 2	\$140	\$190	\$230
Under Age 2	\$170	\$210	\$270

Curriculum Fees:

Young 2's: \$40

2/3 Year Olds: \$60

3/4 Year Olds: \$80

Pre-K: \$100

Important Communication Information

Office Phone: 417-720-1053 Fax: 417-889-9294

Megan Borders, Director: mborders@wesleymethodist.com

Erin Welch, Assistant Director: ewelch@wesleymethodist.com

*Full day tuition rates for children in early preschool will decrease to the 2-year-old rate the week after their 2nd birthday.