



DENBIGH UNITED PRESBYTERIAN PRESCHOOL

302 Denbigh Boulevard Newport News, Virginia 23608
(757) 898-1043 FAX (757) 898-1076
www.duppreschool.org dppk@denbighunitedpres.org

January 4, 2024

Dear Parents:

Registration dates for Denbigh United Presbyterian Preschool for 2024-2025 will be as follows:

- Denbigh United Presbyterian Church Members and
- Current Enrollees of Denbigh United Preschool (and their siblings) - February 5
- General Public – February 12

Morning programs will be offered for two and a half year old, three year old and four year old children. **A child must be 3 or 4 years old by September 30, 2024 to enroll in the 3 or 4-year-old class. Two and a half year old children need to be 3 years old by March 31, 2025. The official state issued birth certificate and a completed Virginia School Entrance Health Form must be received prior to our first day in order for your child to begin preschool. Children in the three and four year old classes must be fully potty trained. Children in the two and a half year old class must be in pull-ups or underwear and potty trained by the time they turn three years old.**

The three-year-old class is limited to 14 children and the four-year-old class is limited to 16 children. The two and a half year old class is limited to 8 children. Each class has two adults: one teacher and one assistant teacher.

The registration /supply/activity fee are as follows:

- 2 ½ year olds – 2 days per week..... \$150.00
- 3 year olds - 3 days per week \$185.00
- 4 year olds - 4 days per week..... \$225.00

THIS REGISTRATION/SUPPLY/ACTIVITY FEE IS DUE AT THE TIME OF REGISTRATION TO SECURE YOUR CHILD’S PLACE AND IS NOT REFUNDABLE.

The monthly tuition rates (for nine [9] months) will be:

- 2 ½ year olds 2 days per week.....\$150.00
- 3 year olds - 3 days per week program.....\$185.00
- 4 year olds - 4 days per week program.....\$225.00

September’s tuition is due August 15th.

You can fill out the attached registration form and return it with the registration fee. The registration form can also be found on the preschool website at www.duppreschool.org and the church website at www.denbighunitedpres.org. We appreciate your cooperation in presenting this information to the community.

Sincerely,

Nancy Kerns
Program Director



POLICIES OF DENBIGH UNITED PRESBYTERIAN

PRESCHOOL

1. **REGISTRATION:** Please read carefully the following regulations before signing the registration form. Submit the registration form as soon as possible. The registration, supply and activity fee is \$150 for the two-day-a-week program, \$185 for the three-day-a-week program and \$225 for the four-day-a-week program. The registration fee must be paid at the time of registration. **THIS FEE IS NOT REFUNDABLE.**
2. **PRIORITY REGISTRATION:** Priority will be given to the children and grandchildren of members of Denbigh United Presbyterian Church and returning families during the first week of registration. Thereafter, other children will be considered for enrollment in order of application. The Director and the Preschool Board will have the right to make exceptions on an "as needed" basis.
3. **APPROVAL:** The Preschool Board will have discretionary powers to accept or reject the enrollment of any child.
4. **DISMISSAL:** In exceptional cases of failure to adjust to the Preschool routine and after teacher-parent consultations have attempted to remedy the situation, dismissal may be considered.
5. **NON-DISCRIMINATORY POLICY:** As a church sponsored school, we offer a Christian environment in which the children learn simple songs and stories of an inter-denominational nature. We accept children of all religions, races, and ethnic backgrounds. Additionally, we accept special needs children who will benefit from participating in a mainstream setting and are manageable by our staff.
6. **ENTRANCE REQUIREMENTS:** Applicants must be three (3) or four (4) years old by September 30, 2024. The two and a half students must turn 3 by March 31, 2025. **The official state issued birth certificate or the hospital certificate must be presented at the time of registration.**
7. **TUITION:** **The September tuition is due August 15, which confirms your plans for your child to attend school in September.** The remaining monthly tuition payments should be paid **in advance, on the first of each month,** beginning in October and concluding with the payment for the month of May. **A late fee of \$15 will be charged if your tuition is not received by the 5th of the month.** Payment by check should be written to Denbigh United Presbyterian Preschool or DUPP and is preferred. If payment is made with cash, **please have correct change.** There will be no refunds for the absence of a child.
8. **PARENT ORIENTATION:** Parents are expected to attend a parent orientation program the first Wednesday evening following Labor Day. You will be informed of the time in the August letter mentioned below.
9. **OPEN HOUSE:** In August you will receive by mail a letter letting you know the time and date to bring your child to the school to meet teachers and a few of their new classmates. At the Open House, your child will be allowed to play with the toys in his new classroom. You may also spend time on the playground. This is done so that the children will be familiar with their new environment and teachers when school starts.
10. **WITHDRAWAL:** If it is necessary to withdraw your child from the Preschool for any reason, **THIRTY (30) DAYS WRITTEN NOTICE OF WITHDRAWAL IS REQUIRED OR PAYMENT OF ONE MONTHS TUITION WILL BE CHARGED.**
11. **SCHOOL HOURS:** The Preschool day will be from 9:15 a.m. to 12:15 p.m. for all children.
12. **HEALTH REQUIREMENTS:** The completion of the Commonwealth of Virginia School Entrance Health Form will be required before your child enters the Preschool. Documentary proof of immunizations is required. Also, **a child will not be permitted in the classroom with any illnesses (coughing, sniffing, sneezing, temperature, green discharge) or any sign of a contagious disease.** Please report any kind of illness or disease to the director of the Preschool.
13. **TOILET TRAINING:** **Successful toilet training is necessary to participate in these classes.** If your child is not toilet trained at the time of registration, please note this on the registration form and the preschool will contact you in August to determine if this requirement has been met.

14. **CLOTHING:** Please dress your child in comfortable play clothing and sneakers, taking into consideration the current weather conditions each day. The teachers are required to take the children out to play each day unless the conditions are too wet.
15. **PERSONAL BELONGINGS:** Hats, coats, sweaters, toys, raincoats, etc., **MUST BE PLAINLY MARKED** with the child's name when he brings them to school. The teacher cannot assume the responsibility of locating misplaced or lost articles not marked.
16. **MESSAGES:** Teachers cannot accept verbal messages brought by the children. Only written notes, signed by the parent or guardian, will be acceptable.
17. **TRANSPORTATION:** The Preschool does not furnish transportation. The children are kept inside and dismissed as your car appears at the covered walkway door. Parents may walk to the door at the end of the Preschool wing and your child will be dismissed to you after you show your car pool number.
18. **REPORTING:** Two newsletters are sent home monthly, one from your child's teacher and one from the school. Individual notes of special interest are sent as needed. Day-by-day contact by the child's teacher is handled as an individual need arises - by note or phone call to the parent. Teacher-parent conferences have been found to be the most satisfactory means of reporting your child's progress. Appointments will be made for these conferences in November and March.
19. **CLASSES:** There will be a maximum of sixteen (16) children in each 4 year-old class. There will be a maximum of fourteen (14) children in each 3 year-old classes. There will be a maximum of 8 children in the 2 ½ year old class. The teaching staff for all classes will consist of a teacher and an assistant teacher.
20. **RELIGION:** Classes are under supervision of Christian teachers who seek to provide a Christian atmosphere. Chapel services, with an age appropriate lesson and songs, are held at least once a month, except in September, by the pastor of Denbigh United Presbyterian Church.
21. **TOTE BAGS:** Each child will need a tote bag to transport notes and projects from school to home. **A tote style bag that opens at the top is required. Backpacks may not be used.** For your convenience, these tote bags are sold at the beginning of each school year.
22. **T-SHIRTS:** The school t-shirt is worn for school spirit. You may order t-shirts and sweat shirts at the beginning of the school year. T-shirts and tote bags are available to purchase throughout the school year if available for students who enroll after September.
23. **CURRICULUM:** The Preschool uses Virginia's Early Learning and Development Standards (ELDS), Birth-Five Learning Guidelines as our curriculum guide. Holiday themes, both religious and non-religious (Halloween, St. Patrick's Day, Santa etc.) are a part of the fun at preschool. Imagination is a healthy, natural part of a child's development. Imagination plays an important role in allowing a child to fantasize, pretend, and assign human traits to inanimate objects.

1.24.2024



Denbigh United Presbyterian Preschool

Registration Form

Please Print

Child's Name _____
Last First Middle

Name which you wish your child to be called: _____

Male Female

Date of Birth _____ / _____ / _____
Parent(s) or Guardian(s)

Home Address _____
Street City Zip Code

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____ Church Affiliation _____

- The registration, supply and activity fee must be paid at the time of registration and **is not refundable**.
- Your child must reach the appropriate age on or before September 30 to be eligible for this program.
- **Successful toilet training is necessary to participate in three and four year old classes.** If your child is not toilet trained at the time of registration you will be contacted in August to determine if this requirement has been met.
- **September tuition is due by August 15.** Tuition for October-May must be paid in advance on the first day of each month.
- **Your child's original birth certificate must be viewed** and the number recorded by a school representative prior to your child attending class.
- If you have any questions, please call the preschool office which is open from 9 a.m.-1 p.m. (M-Th).
- You will be contacted at a later date if your child has any special needs or problems that need to be discussed.

My child is toilet trained: Yes No My child has special needs requiring discussion: Yes No

I would like to enroll my child in (please circle your choice):

- 2 ½ year old class 2 day (M/T)
3 year old class 3 day (T/W/Th)
4 year old class 4 day (M/T/W/Th)

Signature of Parent or Guardian _____

Date _____

Continued on Back

For Director's Use Only

Birth Certificate #

State/Country of issue

Viewed/Recorded by

Date Rcvd

Health Form Received

Exam Date

Viewed/Recorded by

Date Rcvd

R/S/A Fee \$_____

Cash

Check #_____

Date _____

Rcvd by _____

Sept Tuition \$_____

Cash

Check #_____

Date _____

Rcvd by _____

Total \$_____

Cash

Check #_____

Date _____

Rcvd by _____

The registration /supply/activity fee are as follows:

2 ½ and 3 year olds – 2 days per wee.....\$150.00

3 year olds - 3 days per week \$185.00

4 year olds -4 days per week..... \$225.00

The monthly tuition rates (for nine [9] months) will be:

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RELEASE OF INFORMATION

I/We give permission to have my/our name(s), address, telephone number(s) and e-mail address published in a school roster for distribution to other school families. This request is made so that the parents in this school may arrange for car pools and play dates. This information will not be given to anyone for any other reason.

Signature of Parent or Guardian

Date