



## KPG ENROLLMENT INFORMATION for the 2024-2025 School Year

**Monday, January 22<sup>nd</sup> at 8:00 am:** Current KPG families & Grace UMC members

Doors open at 7:30am. Line numbers will be distributed when we open the doors. Parents will wait in Grace Gathering until their number is called. We will begin calling numbers at 8:00 am.

**Monday, January 29<sup>th</sup> at 8:00 am:** KPG Alumni families

**Wednesday, January 31<sup>st</sup> at 8:00 am:** New families in the community

Doors open at 8:00 am on January 29<sup>th</sup> and January 31<sup>st</sup>. Line numbers will be distributed when we open the doors. Parents will wait in Grace Gathering until their number is called. We will begin calling numbers shortly after we open the doors.

**New school hours for 2023-2024: 9:00am to 2:30pm**

### Enrollment Guidelines:

- Registration fees are \$125 per child and due at Enrollment. Only checks or exact cash will be accepted. Push Pay is not available for registration fees. Cash must be the exact amount. We will not have change.
- Enrollment forms may be accessed online but must be printed and submitted in person. Early applications will not be accepted. Forms are located at: <https://graceumc.church/preschool/>
- Enrollment packet must be notarized. KPG will have a notary available the day of Enrollment.
- Enrollment is IN PERSON only. If you cannot attend, you may use a proxy. To use a proxy, you must notify the director prior to the Enrollment date and the form must be notarized ahead of time. A proxy may enroll their own children and 1 other family.
- May 2025 tuition is due in advance and must be received by June 1, 2024. Your child's spot will be released if the payment is not received by the due date. You may pay this at Enrollment, but it is not required.
- Current Students will move to the next available class level i.e., a 3's student will move into a Pre-Kindergarten class. Skipping the next class level requires Director approval.
- In the event of inclement weather on Enrollment dates, we follow Olathe School District's school cancellations. Cancellations will also be posted on our Facebook page: "Kid's Place at Grace Preschool and KDO".

Thank You!

Jennifer Mills, Kid's Place at Grace Director  
jmills@graceumc.church  
913-201-9045



# Student Enrollment 2024-2025

For Office Use Only

|                |                               |
|----------------|-------------------------------|
| DATE: _____    | BUTTERFLIES: TUE WED THUR     |
| LINE #: _____  | OWLS: MON/WED TU/TH           |
| CHECK #: _____ | 3's: M/Tu/Th M/W/F Tu/Th      |
| AMOUNT: _____  | PRE-K: M/W/F Tu/Th ENRICHMENT |
| SIBLING: _____ | T-K: M/W/F                    |

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Gender: \_\_\_\_\_

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

Do parents live together in the same home? [ ] Yes [ ] No

If no, list other address: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Employer: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Employer: \_\_\_\_\_

**Emergency Contacts:** List at least TWO people to contact to pick up in case of illness or injury if you are unavailable. You may list additional people on the back.

1: \_\_\_\_\_ Cell: \_\_\_\_\_ Relationship: \_\_\_\_\_

2: \_\_\_\_\_ Cell: \_\_\_\_\_ Relationship: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Names/Ages of Siblings: \_\_\_\_\_

Were you referred to KPG? [ ] Yes [ ] No If Yes, who can we thank? \_\_\_\_\_

If you weren't referred, how did you hear about KPG? \_\_\_\_\_

Will your child also be enrolled in daycare or another preschool? \_\_\_\_\_

Does your child receive any kind of services, such as speech? \_\_\_\_\_

Does your child have any allergies: NO: \_\_\_\_\_ YES (please list): \_\_\_\_\_

\_\_\_\_\_

Is there anything important we should know about your child? \_\_\_\_\_



# Enrollment Agreement

## 2024-2025

1 form per child

Student Name: \_\_\_\_\_

### Please checkmark in agreement with the following statements:

- ☐ A registration fee of \$125 per child must accompany this application. Registration fees are non-refundable. Checks or exact cash will be accepted. Push Pay is unavailable for Enrollment.
- ☐ Tuition is a nine-month commitment and is due monthly regardless of the number of days attended. Tuition is due the 1<sup>st</sup> of the month. Payments received after the 7<sup>th</sup> will incur a \$25 late fee. After the 15<sup>th</sup>, 10% of tuition is added to the late fee. If two consecutive payments are missed, your child's enrollment status may be jeopardized.
- ☐ May 2025 tuition is due in advance and must be received by June 1, 2025. Your child's spot will be released if the payment is not received by the due date. You may pay this at Enrollment but it is not required.
- ☐ Withdrawal from a classroom requires a **30-day** paid written notice.
- ☐ All Preschool students must be toilet trained (no pull-ups). Toilet trained consists of wearing underwear every day and independently using the toilet. Pull-ups are not allowed for Preschool students. This applies to all Three's, Pre-Kindergarten and Transitional Kindergarten classes. *Beginning Preschool and Kid's Day Out students do not need to be toilet trained.*
- ☐ For current students, skipping the next class level requires the director's approval.
- ☐ Photographs of the children participating in Kid's Place at Grace may appear in KPG's social media, Grace UMC's web page, brochures, or other publicity materials. Your permission for photographs to be used without compensation by Kid's Place at Grace is part of the enrollment agreement.
- ☐ Kid's Place at Grace Director and Teachers have permission to take my child to the hospital for any necessary emergency medical care. Parents will be contacted prior to transport.
- ☐ I have completed the PARENTAL PERMISSION FORM FOR IN-BUILDING AND OFF-PREMISES TRIPS form.
- ☐ I have read the Parent Handbook (available online) and hereby attest that I have read the policies of the Kid's Place at Grace concerning payment of fees, withdrawal, in house field trips, emergency treatment, and classroom management and that I understand them fully and that I will adhere to them in good faith. Kid's Place at Grace Director and Teachers have permission to discipline my child in accordance with the Parent Handbook.

\_\_\_\_\_  
Notary's Signature (required)

\_\_\_\_\_  
Parent's Signature (sign in front of Notary)

Subscribed and sworn before me on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_



# Enrollment Class Selection

## 2024-2025

1 form per child

**Student Name:** \_\_\_\_\_ **Age on August 31, 2024** \_\_\_\_\_

|   |  |
|---|--|
| <p style="text-align: center;"><b>Kid's Day Out</b></p> <p><b>Butterflies</b><br/>These children need to be 18 months by Aug. 31<sup>st</sup>.<br/>Select 1 or 2 days.</p> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Tuesdays</div> <div>\$150 per month</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Wednesdays</div> <div>\$150 per month</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Thursdays</div> <div>\$150 per month</div> </div>   | <p style="text-align: center;"><b>Beginning Preschool</b></p> <p><b>Owls</b><br/>These children need to be 30 months by Aug. 31<sup>st</sup>.<br/>Children do not need to be toilet trained.<br/>Select one option only.</p> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Monday/Wednesdays</div> <div>\$285 per month</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Tuesday/Thursdays</div> <div>\$285 per month</div> </div> |
| <p style="text-align: center;"><b>Preschool: Three's</b></p> <p>Students need to be 3 and completely toilet trained (no pullups) by August 31<sup>st</sup>.<br/>Select one option only; multiple classes are not offered.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> <b>Birds</b><br/>Mon/Tues/Thursdays<br/>\$375 per month         </div> <div style="width: 30%;"> <input type="checkbox"/> <b>Foxes</b><br/>Mon/Wed/Fridays<br/>\$375 per month         </div> <div style="width: 30%;"> <input type="checkbox"/> <b>Dinosaurs</b><br/>Tuesday/Thursdays<br/>\$275 per month         </div> </div>   |  |
| <p style="text-align: center;"><b>Preschool: Pre-Kindergarten</b></p> <p>Students need to be 4 by August 31<sup>st</sup>. M/W/F and T/Th options cannot be combined.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> <b>Elephants</b><br/>Mon/Wed/Fridays<br/>\$375 per month         </div> <div style="width: 30%;"> <input type="checkbox"/> <b>Turtles &amp; Zebras</b><br/>Tuesday/Thursdays*<br/>\$275 per month         </div> <div style="width: 30%;"> <input type="checkbox"/> <b>Lions</b><br/>Friday Enrichment (concurrent with T/Th)*<br/>\$100 per month additional         </div> </div> <p><b>*Friday Enrichment:</b> Enrolling your child in Enrichment is a commitment for the 2024-2025 school year. Enrichment is a separate class and is only offered to children enrolled in a Tues/Thurs Pre-K class.</p> |  |
| <p style="text-align: center;"><b>Preschool: Transitional Kindergarten</b></p> <p>Students need to be 5 by October 1<sup>st</sup>.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> <b>Monkeys</b><br/>Monday/Wednesday/Fridays<br/>\$375 per month         </div> </div>  |  |

- **School Hours for all classes are 9:00am – 2:30pm**
- **Class placement is first come, first served.** Classes may be cancelled if the minimum number of students is not met. If a class is cancelled due to low enrollment, we will contact you as soon as that decision has been made.
- **All Preschool students must be toilet trained (no pull-ups).** Toilet trained consists of wearing underwear every day and independently using the toilet. Pull-ups are not allowed for Three's, Pre-K and T-K classes. Beginning Preschool and Kid's Day Out students do not need to be toilet trained.
- **Current Students:** Skipping the next class level requires the director's approval.

Admission and employment policies are non-discriminatory in regard to race, color, religion, physical handicap, national origin, ancestry, or sex in accordance with Kansas Civil Rights Statute KSA 44-1009.



# Parental Permission Form for In-Building and Off-Premises Trips

1 form per child

Kid's Place at Grace Preschool and Kid's Day Out  
11485 S. Ridgeview Road  
Olathe, KS 66061

License #: 57083

Child's Name \_\_\_\_\_ may go to the following  
locations off the premises **with** adult supervision:

| Place                             | Address                                   | Via  |
|-----------------------------------|---|------|
| Sanctuary                         | 11485 S. Ridgeview Road, Olathe, KS 66061 | Walk |
| Grace Gathering                   | 11485 S. Ridgeview Road, Olathe, KS 66061 | Walk |
| 3 <sup>rd</sup> Floor, Room 315   | 11485 S. Ridgeview Road, Olathe, KS 66061 | Walk |
| Outside Labyrinth                 | 11485 S. Ridgeview Road, Olathe, KS 66061 | Walk |
| Basement Storm Shelter            | 11485 S. Ridgeview Road, Olathe, KS 66061 | Walk |
| Heartstrings (reunification site) | 11599 S. Ridgeview Road, Olathe, KS 66061 | Walk |

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

This document follows Form CCL. 034 from the Kansas Department of Health and Environment.