

## NCUMP Registration Procedure 2025

Complete all 2025 Registration Forms and return them to the Preschool Office beginning:

- **Wednesday, January 8<sup>th</sup> for Currently Enrolled & Waitlist Families**
- **Wednesday, February 5<sup>th</sup> for New Families**

**\*New Students must submit immunization records at time of registration.**

### Registration Payment Details

**Financial accounts with NCUMP must be in good standing at the time of registration to register for 2025 Summer & Fall Programs.**

The amount of your payment is determined by the program you are registering for.

Each Enrollment Contract includes 20% deposit required for each program.

To register, NCUMP requires a 20% deposit for your #1 program choice plus a Registration Fee of \$225 the first child (\$125 for each sibling attending the same school year).

**NCUMP offers a 3% discount for payment in full by check.** If you would like to take advantage of the 3% discount by paying Fall 2025 tuition in full, multiply the total yearly cost of the program by .97, then add the \$225 Registration Fee (plus additional costs, if applicable) to determine the total amount of your payment.

If you enroll in Summer School, Summer School Tuition will be charged in full to brightwheel upon Registration (unless paid by check), plus an additional Summer School Registration Fee of \$100 per child. **Summer School Tuition is Non-Refundable.**

**NCUMP will only be accepting payment by check or brightwheel billing moving forward. Once you have turned in your full registration packet, invitations will be sent via text/email to join the brightwheel app and your brightwheel account will be charged for the deposit, registration fee, and summer school (if enrolled).**

**The first monthly tuition payment for Fall 2025 will be charged via brightwheel on August 1<sup>st</sup>, 2025.**

Priority program placement is given based on **Family Number** and **date your full registration packet is received**. If your #1 choice of program is full you will automatically be given your #2 choice and your account will be charged accordingly. (Refund checks are available upon request.) **We will notify you if your #1 choice program is unavailable.**

**If you have any financial questions prior to turning in your registration packet, please email [sandra@ncump.org](mailto:sandra@ncump.org) or call the preschool office at 949-644-0740.**



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# Newport Center United Methodist Preschool School Year 2025-2026

Today's Date:

Family #:

Child's Full Name:

Anticipated Start Date:

Nickname:

Gender: M / F AGE:

DOB:

Current Address:

City of Birth:

City:

State:

Zip Code:

Has this address changed in past year? Yes or No

Marital Status: M S SEP. DIV. WID Child resides with:

Father's Full Name:

Current Address:

City

State:

ZIP Code:

Home Phone:

Cell Phone:

Email:

Employed by:

WK Phone:

Mother's Full Name:

Current Address:

City:

State:

Zip Code:

Home Phone:

Cell Phone:

Email:

Employed by:

WK Phone:

Religious preference/Home Church

How did you hear about our school?

# NCUMP

## Newport Center United Methodist Preschool

1601 Marguerite Ave. Corona del Mar, CA 92625

Phone (949) 644-0740 Fax (949) 644-9035 Email preschooloffice@ncump.org

### Early Bird Registration Form 2025-2026

Child's Name \_\_\_\_\_ Program \_\_\_\_\_ Family # \_\_\_\_\_

<u>Check Program</u>	<u>Program</u>	<u>Days of Week</u>	<u>Hours</u>	<u>Monthly Fee</u>
___	2 Days	Tu/Th	7:45-9:00am	\$180
___	3 Days	M/W/F	7:45-9:00am	\$260
___	5 Days	M-F	7:45-9:00am	\$440

The Early Bird program is designed for your child to be dropped off at Preschool anytime between 7:45am and 9:00am on the school day. The child will be escorted to their classroom at 9:00 by a member of the preschool staff.

#### PAYMENT SCHEDULE AND TERMS OF PAYMENT:

When you register your child for Early Birds, your brightwheel account will be charged each month for the monthly fee shown above. You may cancel participation in the program at the end of any given month by written notice to the Preschool Office at sandra@ncump.org within three days of the month's end.

Parent's Initials: \_\_\_\_\_: By initialing, I confirm that I have read understand the CANCELLATION POLICY for the Early Bird Program.

All withdrawals must be in writing. It is the Parent's responsibility to confirm that the written withdrawal notice is received by the Preschool Office.

#### SIGNATURE OF THE PERSONS WHO ARE FINANCIALLY RESPONSIBLE FOR THE PAYMENT OF THE FEES OUTLINED ABOVE:

Parent Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_ Date Signed \_\_\_\_\_

Parent Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_ Date Signed \_\_\_\_\_

# Newport Center United Methodist Preschool Summer School 2025 Contract

Our Summer School program is a continuation of our Preschool philosophy and general goals and objectives for children. We offer a wide variety of multi-sensory experiences with an emphasis on success-oriented activities and FUN!

Summer school is open to any potty-trained child aged 2 yrs to 6 yrs 11 mos.

**There are two choices for 2025 Summer School. Please check which option you prefer.**

June 17th – July 24th Tues/Wed/Thur 9:00am – 2:00pm\*\* \$1,925 (+ \$100 reg. fee)

June 17th – July 24th Tues/Wed/Thur 9:00am – 12:00pm\* \$1,200 (+ \$100 reg. fee)

\*Recommended for incoming 2-3 year olds.

**\*\*Dismissal will be at 1pm (instead of 2pm) on Thursday July 24<sup>th</sup>, 2025 to allow for our “Aloha to Summer” celebration after dismissal.**

**Optional Summer School Early Birds** - The Early Bird program is designed for your Child to be dropped off at Preschool anytime between 7:45am and 9:00am on school days. Children will be escorted at 9:00am to their classroom. Early Birds will begin on Wednesday June 18<sup>th</sup> to allow parents to drop-off at their child’s classroom the first day of Summer School.

June 18th – July 24th Tues/Wed/Thur 7:45am – 9:00am \$400

Please dress your child in comfortable clothing suitable for mud, water, sand, clay, paint, and other outside activities. Please pack a snack for your child and a lunch (if enrolled in the extended day program.)

Please complete the attached application and credit card form. Forms can be emailed to preschooloffice@ncump.org or turned in to the Preschool Office. New families and children enrolled for Summer School 2025 only, must submit completed licensing documents at the time of registration to be enrolled. Licensing documents may be found at NCUMP.org. For a complete list, please email the Preschool Office.

**2025 Summer School tuition & fees are due in full upon enrollment and are non-refundable. Tuition is not prorated based on school attendance, unexpected school closures, holidays, etc.**

**I understand and agree to the tuition deadline/refund policy as stated above**

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**

# Newport Center United Methodist Preschool Summer School 2025 Application

Family # \_\_\_\_\_  
Child's Name \_\_\_\_\_

Home phone # \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Boy \_\_\_\_\_ Girl  
Birth Date \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address \_\_\_\_\_

Persons *other* than parents who can be contacted in case of an emergency:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Physician to be called in case of an emergency:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Is your child on continuing medication? \_\_\_\_\_ For what? \_\_\_\_\_

Does your child have allergies? \_\_\_\_\_ To what? \_\_\_\_\_

Dietary Restrictions \_\_\_\_\_

*Credit Card Type: MasterCard Visa American Express (Please circle)*

*Name on credit card (Please Print)* \_\_\_\_\_

*Credit Card #* \_\_\_\_\_ *Exp.* \_\_\_\_\_

*Billing Address* \_\_\_\_\_ *CVV #* \_\_\_\_\_

*City & State* \_\_\_\_\_ *Zip Code* \_\_\_\_\_

*Email address* \_\_\_\_\_ *Phone#* \_\_\_\_\_

*Signature of Cardholder* \_\_\_\_\_ *Date Signed* \_\_\_\_\_

# IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST		BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST		BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

### ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

### PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL     
  OTHER     
 EXPLAIN: \_\_\_\_\_

### NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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### TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

\_\_\_\_\_ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE  
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER  
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD

NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

\_\_\_\_\_ DATE

\_\_\_\_\_ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_ HOME ADDRESS

\_\_\_\_\_ HOME PHONE  
( )

\_\_\_\_\_ WORK PHONE  
( )

# Allergy Information Form

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Does your child have allergies? \_\_\_\_\_ Asthma? \_\_\_\_\_

Foods \_\_\_\_\_ which Ones? \_\_\_\_\_

Pollen \_\_\_\_\_ what kinds? \_\_\_\_\_

Molds \_\_\_\_\_ what kinds? \_\_\_\_\_

Animals \_\_\_\_\_ which ones? \_\_\_\_\_

Dust \_\_\_\_\_ Other \_\_\_\_\_

What kind of allergic reaction does your child have? Be specific:

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What medication is your child on for his/her allergies?

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---

When is this given? \_\_\_\_\_

List *any* medication your child is now taking:

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Special Instructions/Additional Comments:

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Does your child have any special dietary needs and/or restrictions?

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## Photo Release Form

Newport Center United Methodist Preschool respects your child's right to privacy. We would like to ask your permission to include photographs of your child on our website, Facebook page, Instagram, and photo sharing sites such as brightwheel. Please complete the information below and turn in with your enrollment packet.

Thank you for your consideration in helping NCUMP to shine!

brightwheel CLASSROOM APP (Used for Classroom Communication)

- Yes, NCUMP has permission to display photographs/videos of my child on the brightwheel Classroom App for sharing day-to-day classroom activities with NCUMP families, information, and update messages.
- No, please do not take any photographs of my child.

PRIVATE INSTAGRAM ACCOUNT (NCUMP approves all followers)

- Yes, NCUMP has permission to display photographs/videos of my child on the NCUMP Instagram.
- No, please do not use any identifying photographs of my child.

PUBLIC SOCIAL MEDIA/NCUMP MARKETING

- Yes, NCUMP has permission to include photographs of my child on the NCUMP Facebook page, other social media pages and NCUMP website & marketing materials.
- No, please do not use any identifying photographs of my child.

Child's Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# NCUMP Parent Responsibilities & Agreements

*Please read and initial each agreement below*

For the purposes of this form, the student's parent/guardian will be referred to as "I" or "me".  
Newport Center United Methodist Preschool and its staff will be referred to as "NCUMP".

## **Initial**

- \_\_\_\_\_ I have read a copy of the NCUMP Parent Handbook (available for download at NCUMP.org) and agree to abide by the policies therein.
- \_\_\_\_\_ NCUMP does not allow any foods that contain peanuts or tree nuts (including coconut). However, food that is brought on campus by other students or parents may potentially contain nuts or have been processed in a facility that also processes peanuts and/or tree nuts. NCUMP does not guarantee that students will not be exposed to peanuts and/or tree nuts. I am aware of and agree to abide by the Nut-Free policy to ensure the safety of all NCUMP students.
- \_\_\_\_\_ I understand that my child will be photographed at school by teachers and parents to document class activities and parties. They might also be photographed for advertising or website purposes. I understand that it is my responsibility to inform NCUMP if I prefer not to have my child photographed by completing NCUMP's Photo Release Form. I understand that all students are photographed annually by an outside vendor. If I do not wish to have my child photographed, it is my responsibility to inform NCUMP.
- \_\_\_\_\_ I understand that school policy prohibits posting any photos of NCUMP students online. I agree not to post any pictures of children other than my own online, on social media sites, and other shared media.
- \_\_\_\_\_ I agree to promptly notify NCUMP of any changes in address, phone number, place of employment, or change of family status.
- \_\_\_\_\_ I understand that, weather permitting, my child may participate in water play or other messy preschool activities. Casual clothing that is machine washable is the best attire for my child at NCUMP.
- \_\_\_\_\_ I agree that NCUMP does not apply sunscreen. I will apply sunscreen on my child when necessary.
- \_\_\_\_\_ I understand and authorize NCUMP staff to escort my child on walking field trips to the NCUMC Campus for events & classroom activities, and St. Michaels in the event of an emergency.
- \_\_\_\_\_ I understand that my child must be potty-trained to attend NCUMP. See policy on next page.
- \_\_\_\_\_ I understand that NCUMP is a cell phone-free campus, and I will refrain from using my cell phone while dropping off and picking up my child.
- \_\_\_\_\_ I agree that it is my responsibility to keep my child's authorized pick-up list updated and make arrangements to have my child picked up promptly when their program ends per the NCUMP Late Pick-Up Policy (see next page.)
- \_\_\_\_\_ I understand the NCUMP Dismissal Policy (see next page.)
- \_\_\_\_\_ Any provision of babysitting or tutoring services by NCUMP staff members shall be after preschool operating hours and off preschool premises. Any such services for children enrolled in the preschool are not sponsored by the preschool; these services are not included in NCUMP's liability insurance coverage. The arrangement, provision, and payment of these services are an arrangement entered into exclusively by me and the adult who will be providing services. The actions of any preschool employee outside the preschool premises and hours of operation are not the responsibility of NCUMP.

Parent Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_ Date Signed \_\_\_\_\_

Parent Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_ Date Signed \_\_\_\_\_

## **NCUMP Potty-Trained Policy**

1. NCUMP requires children to be potty-trained. Students may not wear diapers or pull-ups of any type to school.
2. The child must be aware mentally and physically that they have to “go potty”.
3. The child must be able to use the toilet, and attempt wiping independently. Teachers will be available in the restroom to supervise and assist if developmentally appropriate.
4. The child must be able to communicate a word or phrase that means they have to use the restroom. If the word or phrase is in a language other than English, the parents must inform teachers in advance.
5. A parent or caregiver will be called for a child who has soiled clothes due to loose stool and is in need additional assistance.
6. Teachers will accompany children to the restroom when children first indicate the need to go.
7. If a child has consistent accidents, NCUMP reserves the right to dismiss the child from school and require the child to not return until fully potty-trained.

## **NCUMP Late Pick-Up Policy**

Our preschool sessions end promptly at 12-noon and 2:00PM. Children MUST be picked up on time! Please remember that we are a child development center, not a day-care facility. Unlike elementary school, where children are released at the end of the day, we must keep close and constant watch upon the little ones until they are picked up. Young children experience fear and anxiety when they are the only ones remaining after their classmates have gone home. We must also remember that teachers and staff members have other obligations that we must respect.

1. If the student has not been picked up 10 minutes after class ends, he/she will be brought to the front office.
2. The office will call both parents. If there is no response, the office will call contacts on the list authorized by parents.
3. The family will be assessed a late fee of \$10.00 for the first 10 minutes after class (or any portion thereof). An additional \$5.00 will be added to the initial \$10.00 for each five minutes thereafter.
4. Should any family be assessed late fees four times in one school year, they will be subject to dismissal.

## **NCUMP Dismissal Policy**

NCUMP reserves the right to remove any child from enrollment in the program without prior notice if it is the opinion of the school that it is in the best interest of the child, family, or school. Reasons for dismissal may include, but are not limited to:

1. The child is a danger to himself, others, or school property.
2. Refusal or inability of the child or family to adhere to the program policies and procedures.
3. Inability of the child to adjust to daily program routines.
4. The child is not potty-trained.
5. Recurring or excessive incidences of biting.
6. Financial default of tuition obligations.
7. NCUMP determines that the child needs resources which the family and NCUMP is unable to provide.
8. Recurring late pick-up.