



Dear Parents or Guardians:

The Montgomery Community Church Preschool will accept 2022-23 registrations starting in January. **After reading carefully page 2, Terms and Conditions of Enrollment and Registration Policy, sign and date it.** Below you will find your status and dates to turn in registrations.

Priority Registrations--January 6-13, 2022. Those eligible for priority registration are those children who are currently enrolled in the preschool program and active church members on record* who have children of age to enter the program. Registrations from currently enrolled students only, may be returned in your child's backpack by January 13. **All other registration forms must be mailed this year.**

Sibling Registration a—January 6-13, 2022. Families who have had children enrolled in the preschool in past years or currently, may register at this time. **Registrations forms must be mailed this year.**

Community and Families new to the preschool Registration--January 17-28, 2022. **All registration forms must be mailed this year.** No registration forms will be accepted prior to January 17. After January 28, all registration forms will be sorted by age group and randomly selected to complete classroom enrollment in the preschool program. Confirmation of your acceptance into the program will be sent to you by mail by the middle of February.

NOTE: No registration forms are to be dropped off at the preschool or at the church this year.
No priority forms will be included for priority registration after the dates noted above. Late registrations will be processed with sibling or community registrations. You will receive a note of confirmation in February.

All registrations must include the form with a \$80 registration fee and signatures on the second page to reserve a space for your child in the Preschool. This fee is **non-refundable** once you are enrolled in the program, including the Y5's class. Forms without the registration fee will not be processed. We understand that you will be very anxious to know if your child has secured a space, but we would appreciate your patience in waiting for your letter stating your child has been placed in a class or placed on a wait list. If for some reason you have not heard from us by the end of February, please call the preschool.

Every child who is currently enrolled in the Preschool and registers in the priority week, will be guaranteed a space next school year. We would love to be able to give each person his or her first choice, but it is not always possible to do so. Classes will be filled keeping the children grouped by age as much as possible and with an equal ratio of boys and girls. However, if the required enrollment for a class is not met, the class will not be offered. Please mark a second and third choice with a "2 and 3" in the class offerings. We will not honor specific teacher requests for the 2022-23 school year but will accept a note as to what kind of teacher you feel will best fit your child's needs.

Due to the uncertainty of the Covid virus, I will not include Lunch Bunch, 12:00 noon-1:30 PM, or the extended day classes on the registration form. If you are interested in this offering, please make a note on the registration form. If the Covid situation changes by August, I will consider adding these.

We always strive to provide the very best educational programs for your child each year. We hope that you will find a suitable Preschool class here at Montgomery Community Church Preschool. If you have questions concerning registration and the preschool, please call the office at 513-469-5333. Office hours are 9:15 AM – 2:00 PM on Tuesdays through Thursdays, and 9:15 AM – 1:00 PM on Fridays. The office is closed on Mondays.

Blessings,

Chris Conner, Director
cconner@mcc.church

*** active church members on record please see the Preschool Director.**



2022-2023 Registration Form

CHILD'S NAME: _____
(Last) (First) (Middle)

CHECK ALL THAT APPLY:

- Child currently enrolled
- Siblings currently enrolled
- Names of siblings currently enrolled

- Previous child in MCC Preschool
- Parent(s) active MCC members
(See preschool director for active church member status.)

FOR OFFICE USE ONLY:

- Check # _____
- Online receipt _____
- Cash _____
- Date Received _____
- Class Assignment _____
- Withdrawal Date _____
- Withdrawn Reason _____

Names of Siblings Registering for 2022-2023

Church Home (optional) _____
School District or Private School _____

Mail forms to:
Montgomery Community Church Preschool
Chris Conner, Director
11251 Montgomery Road
Cincinnati, OH 45249
513.469.5333

PART I TERMS AND CONDITIONS OF ENROLLMENT (Each section must be signed and dated.)

- A. The school will be in session from mid-September 2022 through mid-May 2023.
- B. Children must be potty trained to attend MCC Preschool.
- C. A registration fee of \$80.00 must accompany this form. **(No registration fees will be refunded if you have been placed in a class. (This includes the Y5's class.)**
- D. Upon reaching quota for enrollment, the remaining children's names will be placed on a waiting list, per your request (see Part V).
- E. If we are unable to adequately fill a class, we reserve the right to make the necessary adjustments in our programming or cancel the class.
- F. The school reserves the right to recommend the withdrawal of a child whose needs are not met by the program or takes the class teachers out of ratio.
- G. Children whose medical forms have expired (or are incomplete) will be excluded from the program until forms are brought up-to-date per state licensing requirements.
- H. **The first of nine equal tuition payments is due May 1 and IS NOT REFUNDABLE (applies to May 2023). The remaining eight equal tuition payments are due on September 1, October 1, November 1, December 1 in 2022, and on January 1, February 1, March 1, April 1 in 2023. You also may pay in full by August 1.**
- I. **If tuition payments are one-month delinquent (unpaid), your child cannot attend his/her preschool class or attend the lunch bunch program until tuition is paid and up-to-date. If there are special circumstances or financial issues, see the Preschool Director immediately.**

I have read and understand the above terms and conditions of enrollment:

Parent's Signature _____ Date _____

PART II REGISTRATION POLICY (If you enroll during the designated enrollment period for your status.)

Priority registration will be given to currently enrolled students, including currently enrolled students of active church members on record.

Second priority will be given to active church members on record who register during the priority registration period. An active church member will be defined as a person who has completed the current process of joining and attending MCC. See the preschool director for more information.

Third priority will be given to siblings of currently enrolled preschoolers and to siblings of past preschoolers.

Final priority will be given to the community, including active church members on record who register after the priority registration period and regular attenders of MCC.

Wait List When there is a wait list and a space becomes available in the preschool, new hires of the preschool and church staff will receive priority over those currently on the wait list.

I have read and understand the above Registration Policy. I understand first choices are not guaranteed due to size and requirements of class structure.

Parent's Signature _____ Date _____

PART III REGISTRATION INFORMATION PLEASE PRINT CLEARLY

Child's Full Name _____ Nickname, if used _____

Date of Birth: _____ Gender: Male Female _____
(Circle one)

Address: _____
(Street) (City) (Zip)

Primary phone _____ Primary Email _____
(Required) (Required)

Father's Name: _____ Mother's Name: _____

Father's Cell: _____ Mother's Cell: _____

Father's Work # _____ Mother's Work #: _____

How did you hear about our preschool? _____

Any falsification of the above information will result in immediate dismissal of the child from the Preschool.

PART IV PUPIL PROFILE

What is the primary language spoken in your home? _____

Are there special educational needs, learning difficulties or disabilities? Yes /No (Circle one)

If yes, explain _____

Does your child have emotional, social or behavioral needs? Yes / No (Circle one)

If yes, explain _____

Are there any allergies or health concerns of your child? Yes / No (Circle one)

If yes, explain _____

Does your child take any medication regularly? Yes / No (Circle one) If yes, what? _____

Why? _____

Does your child currently attend any other programs or clinics? Yes / No (Circle one)

If yes, where: _____

PART V PROGRAM CHOICES

Please indicate first, second, and third choice (by using 1, 2, 3) beside your class preference. We cannot guarantee your first choice or teacher requests. Times for the traditional morning session are 9:30 AM to 12:00 noon. For your convenience, tuition may be payable in nine (9) equal payments. **Children are to be potty trained to attend preschool. (If we are unable to adequately fill a class, we reserve the right to cancel the class and you will be contacted.)**

YOUNG THREE'S: Children turning 3 years old between June 1- December 31, 2022

Cost: \$1611/year plus \$35 activity fee (\$179/month)

- 2-Day (Tuesday/Thursday), 9:30 AM—12 noon

THREE-YEAR-OLDS: Children turning 3 by September 30, 2022

Cost: 2-day program is \$1611/year plus \$35 activity fee (\$179/month)

3-day program is \$2025/year plus \$35 activity fee (\$225/month)

- 2-Day (Tuesday/Thursday), 9:30 AM—12 noon
- 2-Day (Tuesday/Thursday), 12:45 PM—3:15 PM
- 3-Day (Tuesday/Wednesday/Thursday), 9:30 AM—12 noon

FOUR-YEAR-OLDS: Children turning 4 by September 30, 2022

Cost: 3-day program is \$2025/year plus \$35 activity fee (\$225/month)

4-day program is \$2466/year plus \$35 activity fee (\$274/month)

- 3-Day (Tuesday/Wednesday/Thursday), 9:30 AM—12 noon
- 3-Day (Tuesday/Wednesday/Thursday), 12:45 PM—3:15 PM
- 4-Day (Tuesday/Wednesday/Thursday/Friday), 9:30 AM—12 noon

YOUNG 5'S CLASS: Designed for children turning 5 between June 1—September 30, 2022

Cost: 4-day program is \$2466 year plus \$35 activity fee (\$274/month)

- 4-Day (Tuesday/Wednesday/Thursday/Friday), 9:30 AM—12 noon)

Lunch Bunch: This class is for 4 and 5 year-olds enrolled in a class listed above.

Cost: \$220 for one day in a 13 week session; September-January; January-April/May. Please mark day or days interested.

- Tuesday
- Wednesday
- Thursday

WAIT LIST:

Please put me on your waiting list for the 2022-2023 school year if my child does not secure a place in the preschool.

Please return my check for \$80 and do not add my name to your waiting list if my child does not secure a place in the preschool. (**Registrants:** Please include a self-addressed, stamped envelope.)