



May 2022

Dear Parents or Guardians:

Thank you for your interest in Montgomery Community Church Preschool! The Preschool has openings in all classes and continues to accept 2022-23 registration forms during the summer. To register, complete the registration form and email as an attachment (screen shots are not accepted and cannot be printed) to cconner@mcc.church or mail it to:

MCC Preschool
c/o Chris Conner
11251 Montgomery Rd.,
Cincinnati OH 45249.

If emailing the registration form, the \$80 registration fee and the first of nine equal tuition payment must be paid online at mcc.church/preschool and click on the link. If mailing the registration form, a check is required to be included with the registration form or you may pay online. (Tuition amounts are on the registration form.)

Carefully read the Terms and Conditions of Enrollment as our tuition policy has changed and children are to be potty trained.

The \$80 registration fee and the first of nine equal payments are **non-refundable** for all classes once you are enrolled in the program. Forms without the registration fee will not be processed.

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 email me. The preschool office closes June 9 for the summer. However, I will check emails weekly or more often during June and July. The preschool office reopens on August 2, 2022. I hope you enjoy your summer with family and friends and make many happy memories.

Summer Blessings,

Chris Conner, Director
cconner@mcc.church



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- Withdrawn Reason _____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

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
- 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
- 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.)**