

Montgomery Methodist Children's Center  
28325 Kemptown Road  
Damascus, MD 20872  
301-253-4884  
[www.mmchildrenscenter.org](http://www.mmchildrenscenter.org)  
January 2019

Dear Parents,

Enclosed you will find the registration form for the 2019-2020 school year, along with an information sheet.

The schedule for registration for current students and their siblings, MUMC church members and MMCC alumni is as follows:

- Thursday, January 17<sup>th</sup> – Current MMCC students and their siblings begin registering. Registration will be held in the narthex outside the main sanctuary.
- Tuesday, January 22<sup>nd</sup> – Montgomery United Methodist Church members begin registering. Registration forms can be turned in to the preschool office.
- Wednesday, January 23<sup>rd</sup> – MMCC alumni begin registering. Registration forms can be turned in to the main office.
- Registration for current students and siblings, church members, and alumni will all be done on a "first come, first serve" basis.

Registration for New Families:

- Monday, January 7<sup>th</sup> through Monday, January 28<sup>th</sup> – Registration forms for new families can be turned in to the preschool office.
- This open registration for new families will be done by lottery. All forms received by 3:00pm on Monday, January 28<sup>th</sup> will be assigned a number and a lottery drawing will be held, supervised by the Director. Class spots will be filled in order of the number drawn. Results of the lottery will be emailed no later than Thursday, January 31<sup>st</sup>.
- Under this system, all new family registrations received by 3:00pm on January 28<sup>th</sup> will have the same chance of being assigned to a class. No priority will be given to the order the applications were turned in, thus giving all new applicants an equal chance. Registration forms will be accepted at the preschool office during regular office hours (8:45am-3:00pm) through January 28<sup>th</sup> at 3:00pm.

Under special guidelines, registration forms will be accepted on children who will be turning three or four in the month of September of the incoming school year. (These guidelines do not apply to 2 year olds. All students applying to the 2 year old program must be 2 by September 1, 2019.)

The following procedures will be used to register 3's and 4's with September birthdays:

- September birthday registration forms will not be considered until the regular registration process is completed (i.e. after the lottery for new families has been held)
- After the lottery has been completed, children with September 2<sup>nd</sup> – 30<sup>th</sup> birthdays will be considered. First, siblings of current students will be registered for any available spots, followed by church members and alumni, then new families. In each of these categories, students will be given priority based on the day of the month they were born.

For example, a child with a September 3<sup>rd</sup> birthday will be considered before a child with a September 5<sup>th</sup> birthday.

- Please note: Four year olds with September birthdays will only be eligible for a 4's program if they have already completed a year of preschool.
- Parents should also be aware that these children will not be eligible to start kindergarten in the year they turn five in September as the cut-off date for kindergarten in Maryland is September 1. Therefore, students entering MMCC with a September 2<sup>nd</sup> – 30<sup>th</sup> birthday should be prepared to attend an extra year of preschool.

If you would like more information on the registration process or the school in general, you may call the preschool office at 301-253-4884 or visit our website at [www.mmchildrenscenter.org](http://www.mmchildrenscenter.org). In addition, an Open House will be held on Thursday, January 10<sup>th</sup> from 6:00-7:00 p.m. Teachers will be in attendance and all our classrooms will be open and available to visit. Please RSVP if you plan to attend by calling or emailing the preschool office.

We are thrilled that you have chosen to apply to Montgomery Methodist Children's Center! We are proud to be celebrating our 35<sup>th</sup> year serving area preschoolers and feel blessed that the Christian based preschool program we have developed here continues to thrive. We look forward to having you and your child as a part of our school family.

In Christian Love,

*Margaret Olsen*

Director

**Registration for 2019-20**  
**Montgomery Methodist Children's Center**



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Please Print: \_\_\_\_\_ Check if New Student \_\_\_\_\_  
Child's Full Name \_\_\_\_\_ Male \_\_\_\_\_ Female  
Name Child is Called \_\_\_\_\_ DOB \_\_\_\_\_  
Home Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
County \_\_\_\_\_ Elem. School Your Child Will Attend \_\_\_\_\_  
Parent Information: Home/ Primary Phone # \_\_\_\_\_  
Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Primary E-mail address: \_\_\_\_\_  
Does Your Child Have an IEP or Specialized Learning Plan? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Church Affiliation \_\_\_\_\_

**Class Offerings** : ALL CLASSES ARE SUBJECT TO ADEQUATE ENROLLMENT. Please indicate your first and second choice. (Except for 2 year olds, all students must be completely potty-trained before starting school. (No "pull-ups" are allowed)

2 Year Old Classes: Children must be 2 years old by September 1, 2019  
\_\_\_\_\_ Monday/Wednesday 9:00 am – 12:00 pm (\$220 per month)  
\_\_\_\_\_ Tuesday/Thursday 9:00 am – 12:00 pm (\$220 per month)  
\_\_\_\_\_ Friday 9:00 am – 12:00 pm (\$115 per month)

3 Year Old Classes: Children must be 3 years old by September 1, 2019  
\_\_\_\_\_ Tuesday/Thursday 9:00 am – 12:00 pm (\$200 per month)  
\_\_\_\_\_ Tuesday/Thursday 9:00 – 1:00 pm (\$245 per month)  
\_\_\_\_\_ Monday/Wednesday 12:30 pm – 3:00 pm (\$180 per month)  
\_\_\_\_\_ Monday/Wednesday/Friday 9:00 am – 12:00 pm (\$255 per month)

Pre-K 4 Year old Classes: Children must be 4 years old by September 1, 2019  
\_\_\_\_\_ Monday/Wednesday/Friday 9:00 am – 12:00 pm (\$255 per month)  
\_\_\_\_\_ Monday/ Wednesday/Friday 9:00 am- 1:00 pm (\$320 per month)  
\_\_\_\_\_ Monday – Thursday 9:00 am – 12:00 pm (\$320 per month)  
\_\_\_\_\_ Monday – Thursday 12:30 pm – 3:00 pm (\$250 per month)  
\_\_\_\_\_ Monday – Thursday 9:00 am – 1:00 pm\* (\$370 per month)

(\*This is not a 4/5's class but a Pre-K 4's class with longer hours. First priority will be given to those enrolling in a second year of Pre-K 4's.)

Please indicate any special considerations for class placement \_\_\_\_\_

Additional Registration information:

- Applications for 3 and 4 year old students with September 2 – 30<sup>th</sup> birthdays will be accepted but subject to specific registration procedures. Please contact the office for more information.
- Registration is for a period of one school year, September 2019 - May 2020. Reasons for terminating financial obligation are listed in the Parent Handbook, which is available on the school website. Thirty (30) days' notice must be given before terminating.
- A signature on this application with an \$80.00 non-refundable registration fee (\$100 for two children) indicates agreement to comply with the Center's policies and regulations as stated on this form. The registration fee holds a place until May 1, 2019, at which time May 2020 tuition is due. If this May tuition is not received by May 15, 2019 the class placement will be forfeited.

Tuition Payment Information:

- **2, 3 and Pre-K 4 year olds**

Tuition is divided into 9 equal payments on the following payment schedule:

May 1, 2019: May 2020 tuition due

September 2019 through April 2020: Tuition due on the 1<sup>st</sup> of each month.

- Payments received after the 5<sup>th</sup> of each month will be charged a \$10.00 late fee
- Notifications of withdrawal for any reason, including toilet training, must be received in writing by July 15, 2019. There will be no refund of May 2020 tuition if child is withdrawn after July 15, 2019.
- Please make tuition checks payable to Montgomery Methodist Children's Center or MMCC.

I give MMCC permission to list my email and phone number in the School Directory: Yes      No  
(Please circle)

I agree to the above policies of Montgomery Methodist Children's Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

How did you hear about Montgomery Methodist Children's Center? Please check all that apply.

\_\_\_\_ Sibling attended

\_\_\_\_ Church sign on Kemptown Road

\_\_\_\_ Member of MUMC

\_\_\_\_ Area Preschool Fair

\_\_\_\_ Preschool Website

\_\_\_\_ MOPS Group

\_\_\_\_ Facebook or Twitter

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Recommended by neighbor or friend

A Parent's Guide to Regulated Child Care is posted on the school's parent bulletin board and at the following link: <http://marylandpublicschools.org/>

Office Use Only:

Registration Fee \_\_\_\_\_

Check # \_\_\_\_\_

Date Received \_\_\_\_\_

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Class offerings and rates for the 2019-20 school year are listed below. Morning classes meet from 9:00 am until 12:00 pm with the exception of three classes noted below with an asterisk. Afternoon classes meet from 12:30 pm until 3:00 pm.

**ALL CLASSES ARE SUBJECT TO ADEQUATE ENROLLMENT**

***For this reason, it is important to list at least a first #1 and second #2 choice when you register.***

**2019-2020 Class Offerings**

- Monday/Wednesday AM 2's: \$220.00/month
- Tuesday/Thursday AM 2's: \$220.00/month
- Friday AM 2's: \$115.00/month
  
- Monday/Wednesday/Friday AM 3's: \$255.00/month
- Tuesday/Thursday AM 3's: \$200.00/month
- \*Tuesday/Thursday AM 3's: \$245.00/month;  
*9:00am – 1:00pm; students bring lunch and eat as part of class time*
- Monday/Wednesday PM 3's: \$180.00/month
  
- Monday/Wednesday/Friday AM Pre-K 4's: \$255.00/month
- \*Monday/Wednesday/Friday AM Pre-K 4's: \$320.00/month;  
*9:00am – 1:00pm; students bring lunch and eat as part of class time*
- Monday through Thursday AM Pre-K 4's: \$320.00/month
- Monday through Thursday PM Pre-K 4's: \$250/month
- \*Monday through Thursday Pre-K 4's : \$370.00/month;  
*9:00am – 1:00pm; students bring lunch and eat as part of class time*  
*(This is not a 4/5 class, but a Pre-K 4's class with longer hours. First priority will be given to those enrolling in a second year of Pre-K 4's)*

**By state law all children entering three's and Pre-K 4's classes must be completely potty trained before entering school. Pull-ups are not allowed.**

**Students entering 2 year old classes are not required to be potty trained.**

**There is a \$80 Registration Fee for each child. (\$100.00 for two children)  
Once placed in a class the registration fee is non-refundable.**