

Montgomery Methodist Children's Center
28325 Kemptown Road
Damascus, MD 20872
301 253-4884
mmchildrenscenter.org

2021-22 Registration Dates

- Monday, January 4, 2021 – Registration information and forms will be available on the school's website, mmchildrenscenter.org.
- Monday, January 11, 2021 - Current* student registration begins. Forms should be emailed to the school address, msolsen@mmchildrenscenter.org. Registrations will be accepted on a first come basis and **no registrations will be accepted before 1/11/21**. The registration fee should be mailed to the preschool office (see address above), placed in the designated drop box outside the office or turned in to the office between 8:00am – 2:00pm from 1/11/21 – 1/15/21. Registrations are not complete until the form and the registration fee have been received. Once you have received class placement notification, a one month deposit (May 2022 tuition) must be submitted to the preschool office within 14 days.
- Monday, January 18, 2021 – Registration begins for Montgomery United Methodist Church members. Registrations forms should be **emailed** to the address listed above and the registration fee mailed to or dropped off at the preschool office. Forms are accepted on a first come basis. The one month tuition deposit (May 2022 tuition) is due within 14 days of an email from the preschool confirming placement.
- Wednesday, January 20, 2021 – Registration opens to MMCC alumni. Registration form should be **emailed** to the address listed above and the registration fee mailed or dropped off to the preschool office during business hours. The one month tuition deposit (May 2022 tuition) is due within 14 days of an email from the preschool confirming placement.
- Monday, January 25, 2021, 2:00pm – Lottery will be held for new family registrations. The office must have received the registration form and fee for a registration to be entered in the lottery. The one month tuition deposit (May 2022 tuition) is due within 14 days of an email from the preschool confirming placement.

*Current student is defined as any student who was enrolled in the 2020-21 school year and their siblings.

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Class offerings and rates for the 2021-22 school year are listed below. Morning classes meet from 9:00 am until 12:00 pm with the exception of the classes noted below with an asterisk. Afternoon class meets 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.

2021-2022 Class Offerings

- Monday/Wednesday AM 2's: \$265.00/month
- Tuesday/Thursday AM 2's: \$265.00/month
- Friday AM 2's: \$135.00/month

- Monday/Wednesday/Friday AM 3's: \$290.00/month
- Tuesday/Thursday AM 3's: \$220.00/month

- Monday/Wednesday/Friday AM Pre-K 4's: \$290.00/month
- *Monday/Wednesday/Friday AM Pre-K 4's; \$350.00/month;
9:00am – 1:00pm; *students bring lunch and eat as part of class time*
- Monday through Thursday AM Pre-K 4's: \$350.00/month
- Monday through Thursday PM Pre-K 4's: \$280/month
- *Monday through Thursday AM Pre-K 4s : \$405.00/month;
9:00am – 1:00pm; *students bring lunch and eat as part of class time*
(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.)

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. (\$120.00 for two or more children)
Once placed in a class the registration fee and security deposit is non-refundable.**

Registration for 2021-22
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, second and third 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, 2021

_____ Monday/Wednesday 9:00 am – 12:00 pm (\$265 per month)

_____ Tuesday/Thursday 9:00 am – 12:00 pm (\$265 per month)

_____ Friday 9:00 am – 12:00 pm (\$135 per month)

3 Year Old Classes: Children must be 3 years old by September 1, 2021

_____ Tuesday/Thursday 9:00 am – 12:00 pm (\$220 per month)

_____ Monday/Wednesday/Friday 9:00 am – 12:00 pm (\$290 per month)

Pre-K 4 Year old Classes: Children must be 4 years old by September 1, 2021

_____ Monday/Wednesday/Friday 9:00 am – 12:00 pm (\$290 per month)

_____ Monday/ Wednesday/Friday 9:00 am- 1:00 pm (\$350 per month)

_____ Monday – Thursday 9:00 am – 12:00 pm (\$350 per month)

_____ Monday – Thursday 12:30 pm – 3:00 pm (\$280 per month)

_____ Monday – Thursday 9:00 am – 1:00 pm* (\$405 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:

- Registration is for a period of one school year, September 2021 - May 2022. 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 (\$120 for two or more children) indicates agreement to comply with the Center's policies and regulations as stated on this form.
- **A security deposit (1 month's tuition) must be received within 14 days of confirmation of class placement. If this tuition is not received within 14 days, the class placement will be forfeited. Except for reasons listed in the Parent Handbook, the security deposit is non-refundable.**

Tuition Payment Information:

- **2, 3 and Pre-K 4 year olds**
- Tuition is divided into 9 equal payments on the following payment schedule:
Within 14 days of confirmation of class placement: May 2022 tuition is due (security deposit)
September 2021 through April 2022: Tuition due on the 1st of each month.
- Payments received after the 5th of each month will be charged a \$10.00 late fee
- 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.

- | | |
|--|---|
| <input type="checkbox"/> Sibling attended | <input type="checkbox"/> Church sign on Kemptown Road |
| <input type="checkbox"/> Member of MUMC | <input type="checkbox"/> Area Preschool Fair |
| <input type="checkbox"/> Preschool Website | <input type="checkbox"/> MOPS Group |
| <input type="checkbox"/> Facebook or Twitter | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> 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 _____

Security Deposit _____ Check # _____ Date Received _____

Montgomery Methodist Children's Center

Parent Agreement and Responsibilities 2021-22

Preschool is your child's first school experience and a good relationship between parents, teachers, and children contributes to a positive experience for learning and growth.

Child's Full Name: _____

Please initial each statement below to indicate your understanding and agreement:

General:

_____ Children entering 3's and 4's classes *must be fully potty trained* before starting preschool.

Reasonable accommodations for children with special needs will be made on an individual basis. (Children in 2 year olds classes are not required to be potty trained.)

_____ Medical and other essential forms are available on our website (mmchildrenscenter.org) All forms are due to the school office by August 1, 2021.

_____ There are additional required forms for children with food allergies, asthma and medication administration needs that require a doctor's signature. These forms need to be completed and at the preschool no later than August 1st of the enrollment year.

_____ Do to licensing regulations *children will not be allowed to attend school until all the necessary forms are completed and at the preschool*

_____ MMCC utilizes email as the primary means of communication with our families. Newsletters, monthly calendars, class signup sheets and reminders will be sent electronically. *It is the parent's responsibility to check emails frequently for updates and information.*

_____ MMCC must be kept up to date with any changes to contact and emergency information.

Financial:

_____ The registration fee of \$80 (\$120 for 2 or more students) is due at time of registration and is non-refundable,

_____ Each school year, a security deposit equal to one month's tuition payment is due within 14 days of notification of class placement. Failure to make the security deposit will void the registration. On May 1, 2022 this deposit will be applied as your child's May tuition payment.

_____ This deposit is not refundable except in special circumstances as defined by the MMCC Board of Directors.

_____ Registration is for the entire school year. MMCC's budget and curriculum are planned around children's attendance for the full nine months. (September – May) Withdrawal requires a 30 day notice.

_____ There will be no refunds for a child's absences, including illness or family trips. Tuition payments for your enrolled student are due regardless of your child's attendance.

_____ Monthly tuition payments are due on the 1st of each month. There is a late fee of \$10 for monthly tuition paid after the 5th of the month.

_____ A late fee of \$2.00 per minute over 15 minutes late may be applied at time of pickup.

_____ Checks should be made payable to MMCC.

Parent/Guardian Signature

Date

Child's Full Name _____

Date: _____

Montgomery Methodist Children's Center's program for children ages 2, 3, and 4, admits children of any race, color, national or ethnic origin. **Parents of children with special needs must discuss the child's needs with the Director before enrolling in the program.** Montgomery Methodist Children's Center attempts to include children with special needs and/or medical conditions and will support the child with reasonable accommodations. Montgomery Methodist Children's Center will work to meet the goals and accommodations of the provisions of an individual Education Plan (IEP) or Individual Family Service Plan (IFSP).

***Please tell us about any of your child's special needs or conditions: If none, circle "no".

MEDICAL

**** Diagnosed Allergies?** NO YES

If yes, list any food, environmental and/or medication allergies and indicate the severity of each.

Does your child need an epi-pen? NO YES

****Asthma?** NO YES

If yes, does your child use an inhaler, nebulizer or other medications to control the asthma? _____

Would medication need to be administered at school? NO YES If yes, please explain.

**** Please explain any other Medical Conditions:**

Please list any and all over-the-counter and/or prescription drugs taken regularly. _____

Would medication need to be administered at school? NO YES If yes, please explain.

DEVELOPMENTAL

****Is your child receiving services from Infants and Toddlers or Child Find or other evaluative or special education or related services?** NO YES

If yes, what are the specific services that your child is receiving?

****Does your child have delayed speech or other language problems?** NO YES

If yes, explain.

****What special accommodations (physical or behavioral) would be necessary for your child?**

I certify that the information on this application is correct to the best of my knowledge.

Parent/Guardian Signature

Date