

Montgomery Methodist Children's Center

Parent Agreement and Responsibilities 2022-23

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, 2022.

_____ 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 \$100 (\$175 for 2 or more students) is due at time of registration and is non-refundable,

_____ A supply fee of \$100.00 is required. This payment is divided into two \$50.00 payments, with the first payment due 09/05/2022 and the second payment due 01/05/23.

_____ 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, 2023 this deposit will be applied as your child's May tuition payment.

_____ The 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.

_____ There will be no refunds of tuition due to Health Department or Licensing Agency mandated school closings due to COVID.

_____ 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