MCPCP 2021-2022 Registration

Attached please find the following information for the 2021-2022 preschool year:

- MCPCP Brochure
- Class/Fees Information Sheet
- 2021-2022 Registration Form
- Tuition Policy Agreement (2 copies)

To register for the 2021-2022 preschool year and be eligible for the preschool lottery:

1. Complete the registration form, both front and back, for each student you are registering.
2. Attach your registration check or money order, payable to “MCPCP”, for $90.00 (write a separate check for each child you are registering). *(The registration fee can only be paid by check or money order.)*
3. The deadline for turning in these forms to the preschool is **1:00 p.m. on the following days:**
   - Mallard Creek Pres. Church Members – Thursday, February 11, 2021**
   - MCPCP Alumni – Thursday, February 11, 2021
     (MCPCP Alumni are children who were previously enrolled or had a sibling enrolled in our preschool.)
   - General Public – Thursday, February 18, 2021

**Mallard Creek Pres. Church Members will have priority over MCPCP Alumni.**

All participants must be of age for the desired class by August 31, 2021, as mandated by the state of North Carolina.

MCPCP Lottery: To give everyone an equal opportunity of placement in our program, we will hold a lottery, if needed, for all available openings after our current students have registered. This will take place in-house on Wednesday, February 24, 2021. Each family will be assigned a number, and as the numbers are drawn, all children from that family will be placed in any available class openings or on the waiting list for that class.

The registration fee is non-refundable and non-transferrable, and we will notify you via email of your child’s class placement within one week after the lottery. **The first tuition payment for all classes will be due on May 1, 2021 and is also non-refundable and non-transferrable.**

If your child is put on our waiting list, your money order or voided check will be sent to you via postal mail within one week after the MCPCP lottery, along with notice of your position on the waiting list. We will call you as soon as there is an opening for your child.

For your convenience, the preschool office hours are as follows:

- Sept. – May: Monday – Thursday from 8 a.m. to 2 p.m.
- June – August: Tuesday – Thursday from 9:00 a.m. to 1:00 p.m.

Please Note: If you have not heard from us via email or postal mail by March 9, 2021, please call us to check your child’s status for the 2021-2022 school year. We ask that everyone abide by this date so that we can have time to process all placements for the upcoming school year.

For your child’s registration to be complete, we will need the following:

1. Completed **2021-2022 registration form (front and back).**
2. Check or money order payable to “MCPCP” for the $90.00 registration fee *(plus the first tuition payment, if after May 1st).*
4. Copy of your child’s birth certificate or passport.

Thank you for choosing MCPCP! If you have any questions, please email kristym@mallardcreekchurch.org or paulab@mallardcreekchurch.org or call the preschool office at 704-549-9741.
MCPCP operates between 9 a.m. and 1 p.m. Monday through Thursday. Our preschool follows the Charlotte-Mecklenburg Schools calendar with the exception that we start the Tuesday after Labor Day and end the Thursday before Memorial Day (see online MCPCP Parent Handbook for other exceptions). The following classes are offered for children whose birthdays fall on or before August 31, 2021.

- **Two-Year-Old**: 8 – 10 children/class, 4 days/week or 2 days/week, M/W or T/Th (1 teacher/1 assistant)
- **Three-Year-Old**: 9 – 15 children/class, 4 days/week or 2 days/week, T/Th (1 teacher/1 assistant)
- **Pre-K**: 15 – 16 children/class, 4 days/week (1 teacher/1 assistant)
  - This program is for our four and five-year-old students. It is designed to build confidence and increase personal responsibility, as well as to provide an exploration of reading, phonics, writing, math, science, art, music, fine and gross motor skills, and cultural activities. This class is not intended to take the place of kindergarten, but to prepare students for success in kindergarten and beyond. Pre-K students take two educational field trips per year, at the preschool’s discretion.

**Our registration and tuition fees for the 2021-2022 preschool year are:**

- **Registration Fee** - $90.00 per child (non-refundable & non-transferrable)
- **Monthly Tuition Fees** (9 equal payments):
  - 2-year-old & 3-year-old students (2 days) - $185.00
  - 2-year-old & 3-year-old students (4 days) - $245.00
  - Pre-K students (4 days) - $265.00

**Registration Forms are due by:**

- **In-house students and their siblings** – 1 p.m. on Thursday, Feb. 4th
- **Mallard Creek Pres. Church Members/MCPCP Alumni** – 1 p.m. on Thursday, Feb. 11th
  (MCPCP Alumni are children who previously attended or had a sibling who previously attended our preschool.)
- **General Public** – 1 p.m. on Thursday, Feb. 18th

**Note:** If needed, a lottery will be held for all available openings on Wednesday, February 24, 2021.
MCPCP REGISTRATION FORM—2021-2022

Please check one of the following:

- My child currently attends MCPCP and his/her teacher’s name is ____________________________.
- I am an active member of Mallard Creek Presbyterian Church.
- We are alumni of MCPCP (Your child or his/her sibling(s) has previously been enrolled in MCPCP.)
  Child’s name(s) who was previously attended MCPCP: ____________________________________.
- I am a new applicant.

SELECT THE CORRECT MCPCP PROGRAM FOR YOUR CHILD BY PLACING AN “X” ON THE CORRECT LINE:

2-year-old as of August 31, 2021:

____ 4 days This class has limited space. If 4-day spot is not available, are you willing to take a 2-day spot? YES  NO
____ 2 days Please circle your preference: M/W  T/Th  no preference

3-year-old as of August 31, 2021:

____ 4 days Are you willing to take a 2-day spot, if a 4-day spot is not available? YES  NO
____ 2 days Please circle your preference: M/W  T/Th  no preference

4-year-old as of August 31, 2021:

____ Pre-K Class (4 days)

Please PRINT in ALL CAPITAL LETTERS!

Child’s Name: ____________________________________________  __________________________
First  Last
Child’s First Name to be used at MCPCP (on name tags, crafts, etc.): __________________________
Child’s Date of Birth: ____________  ____________  ____________  Gender: Please circle:  GIRL  BOY
Month  Day  Year
Address: __________________________________________________
City: ____________________________  State: _________  Zip code: __________________
Home telephone number: ____________________________
Name of Mother or Guardian: ____________________________________________  Job Title: ____________________________
Phone: (W) ______________________(C) ______________________  Email: ____________________________

Name of Father or Guardian: ____________________________________________  Job Title: ____________________________
Phone: (W) ______________________(C) ______________________  Email: ____________________________
Parent’s Marital Status: Married_______ Separated_______ Divorced_______
Other (Please explain) _____________________________________________________________

Custody/Visiting Arrangements: If there are special circumstances and/or court mandates, please submit a
copy to the Preschool Director or Administrative Assistant. _____________________________________________________________
______________________________________________________________________________

List siblings and their ages: _____________________________________________________

What is the primary language spoken in your home? ___________________________________

Does your child have any allergies or dietary restrictions? ____ No ____ Yes  If yes, please list: ________________________________
______________________________________________________________________________

Does your child have any special physical, emotional, or behavioral challenges or needs? ____ No ____ Yes If yes, please list: ________________________________________________________________
______________________________________________________________________________

Has your child ever attended preschool/daycare before? ____ No ____ Yes  If yes, where? ______________________
______________________________________________________________________________

PERSONS AUTHORIZED TO PICK UP YOUR CHILD AT MCPCP:
(DO NOT list parent/guardians. Please list person’s name as it appears on his/her identification.)

Name_________________________ Phone_________ Relationship_________
Name_________________________ Phone_________ Relationship_________
Name_________________________ Phone_________ Relationship_________
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Name_________________________ Phone_________ Relationship_________
Name_________________________ Phone_________ Relationship_________
Name_________________________ Phone_________ Relationship_________

EMERGENCY CONTACTS FOR YOUR CHILD—Must be a MINIMUM of 2 ENGLISH-SPEAKING PERSONS:
(DO NOT list parents/guardians. We will notify these persons if we cannot reach the child’s parents/guardians in an emergency.)

Name_________________________ Phone_________ Relationship_________
Name_________________________ Phone_________ Relationship_________

CHILD’S PHYSICIAN: ____________________________ Phone_____________________

EMERGENCY HOSPITAL PREFERENCE:
Hospital Name_________________________ Phone_____________________

By signing this registration form, I agree to the following:
• I have enclosed the $90.00 registration fee.
• The registration fee and the first tuition payment are both non-refundable and non-transferrable. The 1st tuition payment is due on May 1, 2021.
• If I need to withdraw my child from MCPCP for any reason, a minimum 30-day written withdrawal notice must be given to the Director or Administrative Assistant.

DATE: ____________________ PARENT/GUARDIAN SIGNATURE: ____________________________
**MCPCP Tuition Policy Agreement**  
**2021-2022**

Our registration and tuition fees for the 2021-2022 preschool year are:

<table>
<thead>
<tr>
<th>REGISTRATION FEE per child (non-refundable &amp; non-transferrable)</th>
<th>$90.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTHLY TUITION –</td>
<td></td>
</tr>
<tr>
<td>2-year-old &amp; 3-year-old Classes (2 days)</td>
<td>$185.00</td>
</tr>
<tr>
<td>2-year-old &amp; 3-year-old Classes (4 days)</td>
<td>$245.00</td>
</tr>
<tr>
<td>Pre-K Classes (4 days)</td>
<td>$265.00</td>
</tr>
</tbody>
</table>

Tuition fees represent an equal payment plan for yearly tuition to the preschool. For your convenience, the tuition has been divided into 9 equal payments (payment amounts listed above). You may also pay tuition as one lump sum, if desired.

Payments are due as follows:

<table>
<thead>
<tr>
<th>Payment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>At time of registration (non-refundable &amp; non-transferrable)</td>
</tr>
<tr>
<td>Payment #1</td>
<td>May 1, 2021 (non-refundable &amp; non-transferrable)- for September</td>
</tr>
<tr>
<td>Payment #2</td>
<td>September 1, 2021- for October</td>
</tr>
<tr>
<td>Payment #3</td>
<td>October 1, 2021- for November</td>
</tr>
<tr>
<td>Payment #4</td>
<td>November 1, 2021- for December</td>
</tr>
<tr>
<td>Payment #5</td>
<td>December 1, 2021- for January</td>
</tr>
<tr>
<td>Payment #6</td>
<td>January 1, 2022- for February</td>
</tr>
<tr>
<td>Payment #7</td>
<td>February 1, 2022- for March</td>
</tr>
<tr>
<td>Payment #8</td>
<td>March 1, 2022- for April</td>
</tr>
<tr>
<td>Payment #9</td>
<td>April 1, 2022- for May</td>
</tr>
</tbody>
</table>

**Sibling Discount:** A $5.00 monthly discount will be applied for each sibling of the registered child. There is no sibling discount on the $90 registration fee.

**MCPCP Tuition Policies:**

- The registration fee is non-refundable and non-transferrable. *(We will only issue a refund if we cannot place your child in a class.)*
- Your 1st tuition payment is non-refundable and non-transferrable and is due May 1, 2021.
- Make checks payable to “MCPCP” and write your child’s full name(s) in the memo section of the check.
- To guarantee your child’s spot throughout the school year, you must make each of the 9 tuition payments.
- Tuition is due on the 1st of each month listed on the front of this form and is considered late after 1 p.m. on the 1st of the month. A non-negotiable $25 late fee per child will be
issued after 1 p.m. on the 5th of each month. After the 15th day of the month, the late fee amount will increase to $50.00.

- Tuition payments received after the 5th of the month are late, regardless of whether the 5th falls on a Friday, weekend, or holiday, and will be assessed the $25 late fee per child, which will increase to $50 after the 15th day of the month.
- **Preschool staff cannot waive the late fee for any reason.**
- Regardless of absences, days off, holidays, weekends, etc., tuition is due on the 1st of each month.
- **No discounts/prorated tuition amounts will be given for extended absences (including illness and vacations) or preschool closings due to weather or acts of God.**
- Parents must put tuition payments directly into the Tuition Box that is provided, except for cash payments which must be given to the Administrative Assistant or Preschool Director so that a signed receipt can be issued.
- Payments cannot be placed in a child’s communication folder, backpack, or lunchbox.
- When mailing your payment, your check must be postmarked by the 1st of the month to avoid a late fee (this includes checks sent through automatic bill pay).
- When mailing your payment, please address it as follows:
  
  MCPC Preschool  
  1600 W. Mallard Creek Church Road  
  Charlotte, NC  28262

**Refund and Withdrawal Policy:**

- A 30-day written notice is required prior to withdrawing a student from MCPCP.
- Parents are responsible for tuition for the entire 30-day written withdrawal notice.
- To be eligible for a refund, a 30-day written notice must be submitted.
- If we can fill your child’s spot in his/her class before the 30 days are over and a 30-day written notice was submitted, your tuition will be refunded to you on a prorated basis.
- You are only eligible for a refund if a minimum of 30-day written withdrawal notice is given AND we can fill your child’s spot. Without both requirements being met, no refund will be given—NO EXCEPTIONS.
- Parents wishing to re-register previously withdrawn students must pay the $90 registration fee again. We do not guarantee future availability for withdrawn students.

I, ____________________________, the parent/guardian of ____________________________, understand and agree to the payment, refund, and withdrawal policies that are stated above.

For your child’s registration to be complete, this form must be signed and on file in the preschool office.

Signed ____________________________ Date ___________________