

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:

- Complete the registration form, both front and back, for each student you are registering.
- 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.)**
- 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*).
- 3) Signed copy of the Tuition Policy Agreement (white copy).
- 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.*

For Office Use Only: Class Age _____ Days/Week _____ Teacher _____
 Start Date _____ Cash/Check # _____ Amount \$ _____
 Program: _____



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: _____

Name of Employer: _____ Job Title: _____

Phone: (W) _____ (C) _____ Email: _____

Name of Father or Guardian: _____

Name of Employer: _____ 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 _____

Name _____ Phone _____ Relationship _____

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: _____

Please sign and return with your completed registration form.

MCPCP Tuition Policy Agreement 2021-2022

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

REGISTRATION FEE <u>per child</u> (<i>non-refundable & non-transferrable</i>)–	\$90.00
MONTHLY TUITION –	
2-year-old & 3-year-old Classes (2 days)	\$185.00
2-year-old & 3-year-old Classes (4 days)	\$245.00
Pre-K Classes (4 days)	\$265.00

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:

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

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:
**MCPK 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 MCPK.**
- 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 _____