

3/1/21: 2021-2022 Registration Information and Frequently Asked Questions

Registration for the 2021-2022 school year opens on March 15, 2021 and will continue until classes are filled. This means applications must be postmarked on March 15th or later. Please do not mail your application packet early. The office will use postmarks to establish a first come-first served order. **If your child's registration is postmarked prior to the March dates noted below, or if it arrives early, it will be returned to you for re-mailing.** Until the ELC office reopens, all Registrations must be mailed in.

Please be assured that the Early Learning Center and Manassas Presbyterian Church remain vigilant in our efforts to ensure a healthy and safe environment for our students and staff. During our closure the church has installed a new HVAC system complete with i-Wave Commercial Air Purifiers that use an ionic method to clean and filter the air flow. This new system exceeds the CDC requirements for fresh air flow within the classrooms. We have also purchased an electrostatic sprayer that provides safe, touchless disinfection of surfaces, toys, books and other classroom items.

Q: Will Manassas Presbyterian Church (MPC) members be given the opportunity to register their children early?

A: Yes. MPC members can mail in their Registration beginning on March 10, 2021. Registration Forms for all other families can be mailed in beginning on March 15, 2021.

Q: If I opted to Rollover my child's registration from last year, do I still need to fill out a new Registration Form?

A: Yes. You will need to resubmit a Registration Form, but will not have to include the registration fee. Your child is guaranteed a spot.

Q: Can I stop by the ELC office and pick up a paper copy of the Registration Form?

A: Not at this time. The ELC Office remains closed as we work remotely. The Registration Form can be found on our website under the REGISTRATION tab and printed out at home. It is anticipated that the ELC will resume office hours in May/June.

Q: What is the process for submitting a Registration Form?

A: Print out a Registration Form from our website (found under the REGISTRATION tab), fill it out completely with signatures, enclose a check for the Registration Fee and mail it **NO EARLIER** than March 15th to: Early Learning Center, 8201 Ashton Avenue, Manassas, VA 20109. Classes will be filled on a first come - first served basis based on the postmark. All applications must be mailed in at this time.

Q: Who is considered a “Returning Student” for the Registration Fee discount?

A: This year, a “Returning Student” is any student who was enrolled in the 2019-2020 school year AND/OR any student that registered for the 2020-2021 school year.

Q: Is my Registration Fee refundable if I change my mind?

A: No. Registration Fees are not refundable.

Q: What forms of payment do you accept for the Registration Fee?

A: We are accepting checks or money orders at this time. Please do not send cash in the mail. Checks will typically be deposited within 3 weeks.

Q. Will there be a “cleaning fee” charged due to additional cleaning requirements?

A. It is a possibility that ELC will need to charge a one-time COVID-19 Cleaning Fee to help ensure the significant pandemic related cleaning and disinfecting requirements are met. This will be determined in August based on the latest reopening recommendations and guidelines published by the CDC and Virginia Department of Social Services.

Q: If the ELC office is closed, will mail still be collected daily?

A: Yes, mail is collected daily by MPC staff. ELC will check their mail weekly and use the postmark date to determine order of submission.

Q: When will I receive a confirmation of enrollment?

A: You will receive confirmation of enrollment within 3 weeks of your submission. The letter will indicate the program and days your child is registered for. Confirmation will come via email so please **print clearly** when providing your email address on the Registration Form.

Q: Can I come in for a tour before enrolling.

A: We are not offering tours at this time. The ELC office is closed and the church is restricting entry to their facilities for health and safety reasons. Please check out our photo GALLERY on our website for lots of pictures depicting life at our preschool. We anticipate tours will resume in May/June.