



**2018-2019 School Year (September – May)**

**Annual Non-Refundable Registration Fee**

**\$100.00 per NEW student application \$75.00 per RETURNING student application**

All classes 9:10 am – 12:00 pm

Optional Extended Day Program available: 12:00 - 2:00 pm on M/W/F

Age		Program Offerings					Tuition	
Parents' Morning Out*	18 months & older (on or before 9/30/18)	1 day a week	Tuesday		Thursday		\$110/month One-Time Supply Fee \$50	
		2 days a week	Tuesday & Thursday					\$200/month One-Time Supply Fee \$50
	2 yrs & older (on or before 9/30/18)	1 day a week	Mon.	Tues.	Wed.	Thurs.	Fri	\$110/month One-Time Supply Fee \$50
		2 days a week	Tuesday & Thursday					\$200/month One-Time Supply Fee \$50
			Wednesday & Friday					
	3 days a week	Monday, Wednesday & Friday					\$250/month One-Time Supply Fee \$75	
	2 ½ years old (on or before 9/30/18)	2 days a week	Wednesday & Friday					\$200/month One-Time Supply Fee \$50
		3 days a week	Monday, Wednesday & Friday					\$250/month One-Time Supply Fee \$75
Preschool	3 years old (on or before 9/30/18) Must be potty trained	2 days a week - Tuesday & Thursday					\$200/month One-Time Supply Fee \$50	
		3 days a week – Monday, Wednesday, & Friday					\$250/month One-Time Supply Fee \$75	
		5 days a week - Monday thru Friday					\$335/month One-Time Supply Fee \$100	
PreKindergarten	4 years old (on or before 9/30/18) Must be potty trained	3 days a week - Monday, Wednesday, & Friday					\$250/month One-Time Supply Fee \$75	
		5 days a week - Monday thru Friday					\$335/month One-Time Supply Fee \$100	
Junior Kindergarten	5 years old (by Jan. 31, 2019)** Must be potty trained	5 days a week - Monday thru Friday					\$335/month One-Time Supply Fee \$100	

**\*Parents' Morning Out Requirements:** Children who meet the age requirement must also be 'independent' walkers – that is able to walk from the classroom to the playground. Children do not need to be potty trained for this program.

**\*\*Junior Kindergarten Requirements:** Children must turn 5 by January 31, 2019 to be eligible for this class. Children who turn 5 between February 1, 2019 and March 31, 2019 will be considered for admission if space is available and **only after** a developmental assessment is done by the Junior Kindergarten teacher and Director to determine the best possible environment for success. Assessment does not guarantee a place in the Junior Kindergarten class.

## The Director makes final placement decisions for all programs.

The Early Learning Center initially accepts registration only by mail, until March 1st. Please choose the date listed on the back that represents your family status and submit your registration on or after that date. **Please do not mail your packet early.** This office goes strictly by postmarks on a first come – first serve basis. If your child’s registration arrives before the appropriate date, it will be returned to you for re-mailing.

**When to Register:** Manassas Presbyterian Church Members may drop off registration beginning January 28.

	Postmark Registration any time <b>after</b> this date
Current Early Learning Center Families	Feb. 4
Previous Early Learning Center Families	Feb. 11
Open to the Community	Feb. 18

### The following policies are the parents' agreement with MPC ELC:

1. This form has been filled out truthfully and accurately. ELC will be provided with any changes to this information in a timely manner.
2. Written notice of withdrawal from the preschool will be submitted 30 days in advance.
3. Failure to attend for 2 weeks without payment or notifying the Director in writing will result in automatic withdrawal.
4. MPC ELC will be provided with the following records prior to my child’s first day of school:
  - Birth Certificate, Passport, etc. (Original, which will be copied in office – please do not mail)
  - Virginia State Health Form completed by Physician including Immunization record
  - Allergy Medical Form, if applicable
  - Any additional Legal Documentation pertaining to your child
  - **IEP Requirements:** Children with an Individualized Education Plan (IEP) must provide a copy of this documentation to the Director at the time of registration. Your child cannot be placed in our program without this document.
5. The total tuition is based on a yearly tuition amount and not the number of days of school per month. Therefore, I agree to make 9 equal monthly installments (August, September, October, November, December, January, February, March, and April) by the 1<sup>st</sup> of each month in which the installment is due. A late fee of \$25 will be added to your account each month a payment is not received by the 7<sup>th</sup> of the month. If you wish to pay a year’s tuition in one lump sum, you will be given a discount of 5%.  
Tuition for the month of May 2019 is due August 1, 2018, and is not refundable. If the May 2019 tuition is not paid by August 15<sup>th</sup> and classes are full, I understand that my child’s spot will be forfeited. If a student enrolls after September, the first and last months’ tuition payments are required at time of registration. Split payments can be arranged if necessary.
6. I agree to read and abide by the MPC ELC Parent Handbook.
7. I understand that my child must be picked up no later than 12:15pm/2:00pm (extended day). If my child is picked up late, I understand there will be a \$15 fee for every 15 minutes late.
8. Manassas Presbyterian Church Early Learning Center reserves the right to remove my child from this program for any of the following reasons:
  - Failure to pay tuition without notifying the Director.
  - Repeatedly bringing a sick child to school.
  - Repeatedly bringing a snack that is not peanut-free.
  - Continuously picking up a child late.
  - When my child’s behavior cannot be managed in the classroom and/or my child’s behavior becomes a danger to other children.
  - Failure to supply ELC with Physician’s signed Health Form and original Birth Certificate.

These policies stated above are included on the registration form. They are included here for your reference and convenience.

**Please detach this page from your application and keep it for your reference.**

**Please call the school office at (703) 369-5880 with any questions.**