



MPC ELC 2023-2024 School Year (Late August - May)

Annual Non-Refundable Registration Fee (Cash or check payments only. Checks payable to MPC ELC)

\$100.00 per NEW student application

\$80.00 per RETURNING student application (in good financial standing and complete student file)

All classes 9:15 am – 12:15 pm

Optional Extended Day Program available: 12:15 - 2:00 pm on M/W/F

Age		Program Offerings		Tuition
Parents' Morning Out *	2 yrs & older (on or before 9/30/23)	2 days a week	Wednesday and Friday	\$265/month One-Time Supply Fee \$70
		2 days a week	Tuesday and Thursday	\$265/month One-Time Supply Fee \$70
	2 ½ years old (on or before 9/30/23)	3 days a week	Monday, Wednesday, Friday	\$325/month One-Time Supply Fee \$90
Preschool	3 years old (on or before 9/30/23) Must be potty trained	2 days a week** - Tuesday and Thursday		\$265/month One-Time Supply Fee \$75
		3 days a week – Monday, Wednesday, Friday		\$325/month One-Time Supply Fee \$105
		“5 days a week” - Monday thru Friday (This is NOT a 5 day/week class. This option would be attending a 2 days/week program and a 3 days/week program with the possibility of different classrooms and different teachers.)		\$400/month One-Time Supply Fee \$180
PreKindergarten	4 years old (on or before 9/30/23) Must be potty trained	3 days a week - Monday, Wednesday, Friday		\$325/month One-Time Supply Fee \$105
		5 days a week - Monday thru Friday		\$400/month One-Time Supply Fee \$155
Junior Kindergarten	5 years old (by Jan. 31, 2024)*** Must be potty trained	5 days a week - Monday thru Friday		\$400/month One-Time Supply Fee \$155

For families with multiple children, we offer a 10% sibling discount. We offer a 5% discount for payment in full if made in August.

***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.

****Preschool 2 days a week:** If we do not have enough students to form a 2- day class, your child may be placed in a 3-day class instead. This will be communicated to you for approval prior to placement.

*****Junior Kindergarten Requirements:** Children must turn 5 by January 31, 2024 to be eligible for this class. Children who turn 5 between February 1, 2024 and March 31, 2024 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. Questions? 703-369-5880 or elc@mpc-va.org

The Early Learning Center initially accepts registration only by mail. Please choose the date below 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. Walk-in applications will be accepted after March 5th.

When to Register:

	Postmark Registration no earlier than this date
Church Members and Current Early Learning Center Families	February 5, 2023
Former Early Learning Center Families	February 12, 2023
Open to the Community	February 19, 2023

The following policies are a parent’s 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 or Passport (Copy is acceptable)
 - 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 and we may ask to meet the child before placement to ensure we can meet their needs.
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 1st 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 7th of the month. If you wish to pay a year’s tuition in one lump sum, you will be given a discount of 5%. **This discount only applies to annual payments made in August.**
 Tuition for the month of May 2024 is due by August 15, 2023, and is not refundable. If the May 2024 tuition (Advanced Tuition) is not paid by August 15th, 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. If you withdraw part way through the school year, your May tuition payment may be applied towards your last month’s tuition. **This only applies if we receive 30 days’ notice in writing.** If 30 days’ notice is not given, then the May tuition payment will not be refunded. If your last day occurs in the middle of a month, your May tuition payment may be applied to your last month, however, it will not be prorated and no refund will be given.
7. I agree to read and abide by the MPC ELC Parent Handbook and any Health and Safety Policies pertaining to COVID-19.
8. I understand that my child must be picked up no later than 12:25pm/2:00pm (extended day). If my child is picked up late, I understand there will be a \$15 fee for every 15 minutes late.
9. 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 Birth Certificate.
 - When my child is not potty trained/independent in the bathroom (Not applicable to PMO)

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 or email at ELC@MPC-VA.org with any questions.