



Dear Parents:

The Montgomery Community Church Preschool will accept **2023-24 REGISTRATIONS from the Community and Families new to the preschool January 16-31, 2023.**

Registration forms may be mailed or dropped off during preschool hours of 10:00-11:30 AM or 12:30-2:00 PM. Registration forms will not be accepted prior to January 16. After January 31, all registration forms will be sorted by age group and randomly selected to complete classroom enrollment in the preschool program. Confirmation of your acceptance into the program will be sent to you by email by the middle of February.

New this year will be a two (2) step registration process. All parents registering for the 2023-24 school year, must pay the \$80 registration fee through Blackbaud Tuition Management System. No checks or cash will be accepted. Please carefully read the new procedures to register.

STEP ONE (1)

Parents new to MCC Preschool are to enroll their child or children following these instructions:

1. Go to <https://enroll.blackbaud.school>. A welcome message appears.
2. Select Create a new account. (It is a blue button towards the bottom.)
3. Enter your school's name in the search box to find your school. Select the green circle to choose your school.
4. In section 1, provide information about who will pay. Enter the parent, guardian, or bill payer's contact information. Please provide your mobile number and email address. We regularly communicate important information about your account via text message and email.
5. In section 2, provide information about who will attend. Enter the names and grades of the children who will attend the school.

If you already have a child in this school with a Tuition Management account, simply add any additional children to your existing account by going back to <https://enroll.blackbaud.school> and entering your current account information under I Have A Tuition Management Account.

6. In section 3, provide information about how and when to pay. Review the payment plans offered by your school. Then choose your preferred:
payment plan,
payment method,
and due date
from the options offered by your school. Your school determines which plans are listed. Tuition Management cannot change the plans listed.
7. In section 4, review Tuition Management's terms and conditions. Then select Submit enrollment to complete your online enrollment.
8. A submission confirmation with your Family ID appears.
9. Next, your school will review your enrollment. When complete, you will receive confirmation from Tuition Management.
10. After your school has reviewed and activated your account, you will receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your Tuition Management account at <https://parent.blackbaud.school>

Blackbaud's Tuition Management program manages tuition payments and follows the policies established by your school. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by your school.

We look forward to working with you and your family this year!

Our Parent Contact Center is available 24 hours per day. Families can access their accounts to check balances and make payments. Call us at (888) 868-8828.

Once enrolled, the \$80 registration fee must be paid to complete this part of the registration. This fee is non-refundable once you are enrolled in the program.

STEP TWO (2)

1. Download a registration form from our website, www.mccpreschool.org, or request one by email at cconner@mcc.church.
2. **After carefully reading page 2, Terms and Conditions of Enrollment and Registration Policy, sign and date these sections.**
3. Complete the registration form, including first and second choices for classes. You may mail the registration form or drop it off in the preschool during preschool hours 10:00-11:30 AM or 12:30-2:00 PM. Do not include the \$80 registration fee. This is to be paid through Blackbaud Tuition Management System—Step 1. **No registration forms are to be dropped off at the church office this year.**

We would love to be able to give each person his or her first choice, but it is not always possible to do so. Classes will be filled keeping the children grouped by age as much as possible and with an equal ratio of boys and girls. However, if the required enrollment for a class is not met, the class will not be offered. Please mark a second and third choice with a "2 and 3" in the class offerings.

We always strive to provide the very best educational programs for your child each year. We hope that you will find a suitable Preschool class here at Montgomery Community Church Preschool. If you have questions concerning registration and the preschool, please call the office at 513-469-5333. Office hours are 9:15 AM – 2:00 PM on Tuesdays through Thursdays, and 9:15 AM – 1:00 PM on Fridays. The office is closed on Mondays.

Blessings,

Chris Conner, Director
cconner@mcc.church



2023-2024 Registration Form

CHILD'S NAME: _____
(Last) (First) (Middle)

CHECK ALL THAT APPLY:

_____ Child currently enrolled 2022-23

_____ Siblings currently enrolled 2022-23
Names of siblings currently enrolled

_____ Previous Child in MCC Preschool
(Name)_____

_____ Parent(s) active MCC members
(See preschool director for active church
member status.)

Church Home (optional)_____

School District _____

Private School _____

FOR OFFICE USE ONLY:

Payment in Blackbaud Tuition
Management System
Yes No

Class Assignment_____

Withdrawal Date_____

Withdrawn Reason_____

Names of Siblings Registering for 2023-24

Mail forms to:

Montgomery Community Church Preschool

Chris Conner, Director

11251 Montgomery Road

Cincinnati, OH 45249

513.469.5333

PART I TERMS AND CONDITIONS OF ENROLLMENT (Each section must be signed and dated.)

- A. The school will be in session from mid-September 2023 through mid-May 2024. Children must be able to start on the first day of class in September. No openings will be held for a later start during the school year.
- B. Children must be potty trained to attend MCC Preschool.
- C. A registration fee of \$80.00 must be paid in Blackbaud and this form submitted to the Preschool office before your registration is considered complete. **(Registration fees WILL NOT be refunded if you have been placed in a class. This includes the Y5's class.)**
- D. Upon reaching quota for enrollment, the remaining children's names will be placed on a waiting list, per your request (see Part V).
- E. If we are unable to adequately fill a class, we reserve the right to make the necessary adjustments in our programming or cancel the class.
- F. The school reserves the right to recommend the withdrawal of a child whose needs are not met by the program or takes the class teachers out of ratio.
- G. Children whose medical forms have expired (or are incomplete) will be excluded from the program until forms are brought up to date per state licensing requirements.
- H. **The first of nine equal tuition payments is due April 1 and IS NOT REFUNDABLE (applies to May 2024). The remaining eight equal tuition payments are due on September 1, October 1, November 1, December 1 in 2023, and on January 1, February 1, March 1, April 1 in 2024. You also may pay in full by August 1.**
- I. **If tuition payments are unpaid, a \$40 late fee will be added to the total due each month. Your child cannot attend his/her preschool class or attend the lunch bunch program until tuition is paid and up to date. If there are extraordinary circumstances or financial issues, see the Preschool Director immediately.**

J.

I have read and understand the above terms and conditions of enrollment:

Parent's Signature _____ Date _____

PART II REGISTRATION POLICY (If you enroll during the designated enrollment period for your status.)

Priority registration will be given to currently enrolled students, including currently enrolled students of active church members on record.

Second priority will be given to active church members on record who register during the priority registration period. An active church member will be defined as a person who has completed the current process of joining and attending MCC. See the preschool director for more information.

Third priority will be given to siblings of currently enrolled preschoolers and to siblings of past preschoolers.

Final priority will be given to the community, including active church members on record who register after the priority registration period and regular attenders of MCC.

Wait List When there is a wait list and a space becomes available in the preschool, new hires of the preschool and church staff will receive priority over those currently on the wait list.

I have read and understand the above Registration Policy. I understand first choices are not guaranteed due to size and requirements of class structure.

Parent's Signature _____ Date _____

PART III REGISTRATION INFORMATION. PLEASE PRINT CLEARLY

Child's Full Name _____ Nickname, if used _____

Date of Birth: _____ Gender: Male Female
(Circle one)

Address: _____
(Street) (City) (Zip)

Primary phone _____ Primary Email _____
(Required) (Required)

Father's Name: _____ Mother's Name: _____

Father's Cell: _____ Mother's Cell: _____

Father's Work #: _____ Mother's Work #: _____

Parent(s) Status: _____ Married Divorced Single
(Circle One)

How did you hear about our preschool? _____

Any falsification of the above information will result in immediate dismissal of the child from the Preschool.

PART IV PUPIL PROFILE

What is the primary language spoken in your home? _____

Are there special educational needs, learning difficulties or disabilities? Yes / No (Circle one)
If yes, explain _____

Does your child have emotional, social or behavioral needs? Yes / No (Circle one)
If yes, explain _____

Are there any allergies or health concerns of your child? Yes / No (Circle one)
If yes, explain _____

Does your child take any medication regularly? Yes / No (Circle one) If yes, what? _____
Why? _____

Does your child currently attend any other programs or clinics? Yes / No (Circle one)
If yes, where: _____

PART V PROGRAM CHOICES

Please indicate first, second, and third choice (by using 1, 2, 3) beside your class preference. We cannot guarantee your first choice or teacher requests. Times for the traditional morning session are 9:30 AM to 12:00 noon. For your convenience, tuition may be payable in nine (9) equal payments. **Children are to be potty trained to attend preschool. (If we are unable to adequately fill a class, we reserve the right to cancel the class and you will be contacted.)**

YOUNG THREE'S: Children turning 3 years old between June 1– December 31,2023

Cost: \$1692/year plus \$40 activity fee (\$188/month)

- 2-day Tuesday/Thursday), 9:30 AM—12 noon

THREE-YEAR-OLDS: Children turning 3 by September 30, 2023

Cost: 2-day program is \$1692/year plus \$40 activity fee (\$188/month)

3-day program is \$2124/year plus \$40 activity fee (\$236/month)

- 2-Day (Tuesday/Thursday), 9:30 AM—12 noon
- 2-Day (Tuesday/Thursday), 12:45 PM—3:15 PM
- 3-Day (Tuesday/Wednesday/Thursday), 9:30 AM—12 noon

FOUR-YEAR-OLDS: Children turning 4 by September 30, 2023

Cost: 3-day program is \$2124/year plus \$40 activity fee (\$236/month)

4-day program is \$2592/year plus \$40 activity fee (\$288/month)

- 3-Day (Tuesday/Wednesday/Thursday), 9:30 AM—12 noon
- 3-Day (Tuesday/Wednesday/Thursday), 12:45 PM—3:15 PM
- 4-Day (Tuesday/Wednesday/Thursday/Friday), 9:30 AM—12 noon

YOUNG 5'S CLASS: Designed for children turning 5 between June 1—September 30, 2023

Cost: 4-day program is \$2592 year plus \$40 activity fee (\$288/month)

- 4-Day (Tuesday/Wednesday/Thursday/Friday), 9:30 AM—12 noon

LUNCH BUNCH: This class meets 12:00 noon – 1:30 PM. Preschoolers enrolled in a 3's class may register for Thursday only. Preschoolers enrolled in 4's or 5's classes may register in one day, two days or three days.

Cost: \$220 for one day in a 13-week session; \$440 for two days in a 13-week session; \$660 for a 13-week session; September-January; January-April/May. Please mark day or days interested. We cannot guarantee your first choice and reserve the right to make any necessary changes due to a low number of registrations.

- Tuesday
- Wednesday
- Thursday

WAIT LIST:

Please put me on your waiting list for the 2023-2024 school year if my child does not secure a place in the preschool.

Please return my check for \$80 and do not add my name to your waiting list if my child does not secure a place in the preschool. (**Registrants:** Please include a self-addressed, stamped envelope.)

