



Dear Parents or Guardians:

The Montgomery Community Church Preschool will accept **2023-24 PRIORITY REGISTRATIONS**, including **SIBLING REGISTRATIONS January 5-12, 2023**.

Those eligible for priority registration are those children who are currently enrolled in the preschool program and active church members on record\* who have children of age to enter the program. Registration forms from currently enrolled students only, may be returned in your child's backpack by January 12. **All other registration forms may be mailed or dropped off during preschool hours of 10:00-11:30 AM or 12:30-2:00 PM on Tuesday, Wednesday or Thursday; on Fridays from 10:00-11:30 AM.**

***Late registrations will be processed with sibling or community registrations. You will receive a note of confirmation in February.***

**Sibling Registration**—January 5-12, 2023. Families who have had children enrolled in the preschool in past years or currently, may register a sibling at this time. **Registrations forms may be mailed or dropped off during preschool hours of 10:00-11:30 AM or 12:30-2:00 PM on Tuesday, Wednesday or Thursday; on Fridays from 10:00-11:30 AM.**

**New this year will be a two (2) step registration process, and both steps must be completed for registration.** All parents re-enrolling or enrolling 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 as step 1 varies depending on your current enrollment.

### **STEP ONE (1)**

If you have a child who is currently enrolled and returning, parents are to re-enroll online following these instructions:

1. Go to <https://enroll.blackbaud.school>
2. Under I have a Tuition Management account, enter your existing Username and Password. Then select Login. (You may need to go to 2023-24 at the top of the page.)
3. Enter your identifying information. Then review the account details that you want for the upcoming year.
4. In section 1, provide information about who will pay.  
Review the parent, guardian, or bill payer's contact information.  
Please verify your mobile number and email address. We regularly communicate important information about your account via text message and email.  
Update the information if necessary.
5. In section 2, provide information about who will attend.  
Review the names and grades of the children who will attend the school.  
If you have additional children attending the school this year, add them to this section now.
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 re-enrollment.
8. A submission confirmation appears. You will also receive confirmation via email.
9. After your school has reviewed and activated your account, you will receive an email with login instructions.

**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.**

**OR**

**If you are a church member (on record) or parents of siblings (who do not have a Blackbaud Tuition Management account), you 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](http://www.mccpreschool.org), or request one by email at [cconner@mcc.church](mailto: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. Parents of currently enrolled students returning, may send the registration form in their child's backpack. Do not include the \$80 registration fee. This is to be paid through Blackbaud Tuition Management System—Step 1.
4. **No registration forms are to be dropped off at the church office this year.**

Every child who is currently enrolled in the Preschool and registers in the priority week, will be guaranteed a space next school 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 will not honor specific teacher requests for the 2023-24 school year but will accept a note as to what kind of teacher you feel will best fit your child's needs.

We always strive to provide the 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](mailto:cconner@mcc.church)

**\* active church members on record please see the Preschool Director.**



## 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.)

**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  
\_\_\_\_\_  
\_\_\_\_\_

Church Home (optional) \_\_\_\_\_

School District \_\_\_\_\_

Private School \_\_\_\_\_

**Mail forms to:**

**Montgomery Community Church Preschool**  
**Chris Conner, Director**  
**11251 Montgomery Road**  
**Cincinnati, OH 45249**

**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.**
- 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.**

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.)