



2025-2026 Registration Form

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

CHECK ALL THAT APPLY:

_____ Child currently enrolled 2024-25

_____ Siblings currently enrolled 2024-25
Names of siblings currently enrolled

_____ Previous Child in MCC Preschool
(Name) _____

_____ Parent(s) active MCC members

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Withdrawn Reason _____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 2025-26

RETURNING FAMILIES:

DO NOT SEND THE \$85 REGISTRATION FEE WITH THIS FORM OR MAKE A PAYMENT IN YOUR 2024-25 BLACKBAUD TUITION MANAGEMENT SYSTEM ACCOUNT. DIRECTIONS FOR PAYMENT WILL FOLLOW BY EMAIL ONCE I RECEIVE YOUR REGISTRATION FORM AND YOUR CHILD HAS BEEN PLACED IN A CLASS. PAYMENT AT THAT TIME WILL BE DUE BEFORE FEBRUARY 1, 2025 IN YOUR 2025-26 BLACKBAUD TUITION MANAGEMENT SYSTEM ACCOUNT.

FAMILIES NEW TO MCC PRESCHOOL:

DO NOT SEND THE \$85 REGISTRATION FEE WITH THIS FORM. ALL PAYMENTS ARE MADE IN BLACKBAUD TUITION MANAGEMENT SYSTEM, AND DIRECTIONS TO SET UP YOUR ACCOUNT AND FOR PAYMENT WILL FOLLOW BY EMAIL ONCE I RECEIVE YOUR REGISTRATION FORM AND YOUR CHILD HAS BEEN PLACED IN A CLASS.

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 2025 through mid-May 2026. **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 \$85.00 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 your child has been placed in a class. Including 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 May 1 and IS NOT REFUNDABLE (applies to May 2026). The remaining eight equal tuition payments are due on September 1, October 1, November 1, December 1 in 2025, and on January 1, February 1, March 1, April 1 in 2026. You also may pay in full.**
- I. There is a one-time \$40 supply fee for the 2-day, \$45 3-day classes, and a \$50 supply fee for the 4-day classes.
- J. **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 for 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. Classes meet for the traditional morning session from 9:30 AM to 12:00 noon. Classes meeting for the extended morning session is from 9:30 AM – 1:30 PM. 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 September 30, 2025– March 31,2026

Cost: \$1872 year plus \$40 supply fee (\$208/month)

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

THREE-YEAR-OLDS: Children turning 3 by September 30, 2025

Cost: 2-day program is \$1872/year plus \$40 supply fee (\$208/month)

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

Cost: 3-day program is \$2322/year plus \$45 supply fee (\$258/month)

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

FOUR-YEAR-OLDS: Children turning 4 by September 30, 2025

Cost: 3-day, 2 ½-hour program is \$2322/year plus \$45 supply fee (\$258/month)

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

Cost: 4-day, 2 1/2-hour program is \$2808/year plus \$50 supply fee (\$312/month)

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

Cost: 4-day, 4-hour program is \$3600 a year plus \$50 supply fee (\$400/month)

- 4-Day (Tuesday/Wednesday/Thursday/Friday), 9:30 AM—1:30 PM

YOUNG 5'S CLASS: Designed for children turning 5 by September 30, 2025

Cost: 4-day, 2-1/2-hour program is \$2808 year plus \$50 supply fee (\$312/month)

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

Cost: 4-day, 4-hour program is \$3600 a year plus \$50 supply fee (\$400/month)

- 4-Day (Tuesday/Wednesday/Thursday/Friday), 9:30 AM—1:30 PM

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

Cost: \$240 for one day in a 13-week session; \$480 for two days in a 13-week session; \$720 for three days in a 13-week session; September-January; January-April/May. We cannot guarantee your first choice and reserve the right to make any necessary changes due to the low number of registrations. Sign ups begin in August 2025. Look for an email with information and how to sign up.

WAIT LIST:

- Please put me on your waiting list for the 2025-2026 school year if my child does not secure a place in the preschool.
- Do not add my name to your waiting list if my child does not secure a place in the preschool and refund the \$85 registration fee.

