A close up of a logo

Description automatically generated

**2023-2024**

**Student Registration**

\_\_\_Currently Enrolled \_\_\_ Sibling \_\_\_ Church Member \_\_\_ Alumni \_\_\_ New Enrollment

*Registration will not be processed until form is submitted and fees are paid.*

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nickname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age on August 31st \_\_\_\_\_\_ *years* \_\_\_\_\_ *months* Gender \_\_\_\_\_\_\_\_\_ Birthday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent(s) or Guardian(s) with whom child lives \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Siblings Enrolled *name*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *age* \_\_\_\_\_\_\_ and *name* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *age* \_\_\_\_\_\_\_\_\_

**Registering For:**

\_\_\_\_\_ Infants (3 months – 11 months) M/W *or* T/Th $215 per month

\_\_\_\_\_ Toddlers (12 –23 months) M/W *or* T/Th $215 per month

\_\_\_\_\_ Toddlers (12-23 months) M/W/F *or* T/Th/F $250 per month

\_\_\_\_\_ Two Year Olds T/Th $215 per month

\_\_\_\_\_ Two Year Olds T/Th/F $250 per month

\_\_\_\_\_ Three Year Olds 9a.m. – 1p.m. M/W/F $270 per month

\_\_\_\_\_ Four Year Olds 9a.m. – 1p.m. M-Th $310 per month

**Registration fee**: Non-MPC church members $110 for first child, $55 for each additional

Matthews Presbyterian Church Members $80 per child

**Activity fee:** Four Year Olds $30 per child

**\* All registration fees are non-refundable.**

**\*August 31st is the date that your child must meet the age requirements for each age group.**

**\*To enroll in the 3 year old classroom your child must be potty trained.**

**\*All children other than infants are required to carry a MPC- CDC tote bag to and from school. If you do not already have a tote bag, please add $10 to your registration fee.**

**\*Your first tuition payment is due by May 15, 2023. This will serve as your tuition for May 2024. Failure to make this payment by May 15, 2023 will result in you giving up your spot in the program. This payment is only refundable if you provide the CDC with 30 days written notice.**

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Enrolled \_\_\_\_\_\_\_\_\_\_\_\_

**Non-Refundable Registration** Fee Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tote Bag** Fee\_\_\_\_\_\_\_\_\_\_\_\_

Check Number \_\_\_\_\_\_\_\_\_\_

***(over)***

\*Tuition is due in nine equal payments. **The first payment serves as tuition for May 2024 and is due by May 15, 2023.** If registration occurs after May 15th, it is due at the time of enrollment. If the first payment is not received by May 15th, your spot will be forfeited for the 2023-2024 school year. The first payment is refundable with a written 30-day notification of withdrawal. The following schedule outlines the due dates for the payments.

* Payment #1: Due on or before May 15, 2023
* Payment #2: Due on or before September 12, 2023 (due date is different due to school start date)
* Payment #3: Due on or before October 7, 2023
* Payment #4: Due on or before November 7, 2023
* Payment #5: Due on or before December 7, 2023
* Payment #6: Due on or before January 7, 2024
* Payment #7: Due on or before February 7, 2024
* Payment #8: Due on or before March 7, 2024
* Payment #9: Due on or before April 7, 2024

\*It would be greatly appreciated to have completed forms turned in by May 25th. T**hey must be on file with the center by the first day of school. *Thank You***

* Reopening Agreement
* Registration application
* Emergency information form
* Family information form
* Physician’s statement/immunization form (must be signed or stamped by the physician)
* Photo permission form
* Parent Handbook Acknowledgement Checklist (in the back of the Parent Handbook)

**Note:** The center must have a copy of the child’s completed physician’s statement/immunization record. **The child’s physician must sign the copy**. If parents contact their child’s doctor, a copy can usually be provided within a few days, but each office has its own policies and systems. It is the parent’s responsibility to provide this information to the school. We do not accept medical exemptions or religious waivers of any kind.