



MONROE PRESBYTERIAN PRESCHOOL

142 Stage Road Monroe, NY 10950

Email: mppmonroe@gmail.com

Phone: 845-781-7814, Fax: 845-783-9082

2025-2026 Registration Application Letter

September 2025

Dear Families:

We are honored that you wish to send your preschooler to our school. Monroe Presbyterian Preschool is a special place. We are committed to providing a family-centered half-day preschool experience for your child. It is our belief that if families can accommodate that schedule, it is truly what is best for young children.

At our school we provide an education based on the New York State Pre-Kindergarten Learning Standards, providing opportunities for students to develop social-emotional skills, explore fine motor and gross motor skills and expand their language skills. Our loving and supportive learning environments incorporate play-based learning where students learn how to share, take turns and self-regulate which increases independence and builds confidence. After attending MPP your child will be ready to transition into Kindergarten and be prepared for future success.

If you would like to enroll your child in our program, please complete the attached packet. Please reach out if you have any questions or concerns. We look forward to meeting you and your child and starting our partnership together.

Kind regards,

Mrs. Laura Esposito

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Director

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2025-2026 PRESCHOOL REGISTRATION INFORMATION

Please read all information carefully, taking note of financial information and refund deadlines. Once registration has been completed and forms are signed, policies will be strictly adhered to. All classes are filled on a first come, first served basis and will be canceled if minimum enrollment isn't met. Please feel free to contact the office if you have any questions or we can be of assistance.

***Students for: 2-year-old class must be 2 by 9/1/2025 (Students who turn 2 by 12/31/2025 may enroll to start January 2025); 3-year-old class must be 3 by 12/1/2025; and 4-year-old class must be 4 by 12/1/2025.**

To register your child you will need the following:

- Schedule and keep an interview appointment with our director, including at least one parent/guardian and the child whom you hope to enroll.
- Complete the registration packet, which includes:
 - Registration Form
 - Consent & Contact Form
 - Signed Media Release, Consent & Contact Section, and Field Trips Section
 - Signed Tuition Information, Financial Policies & Payment Contract page
- Copy of Birth Certificate
- Current Immunization Record
- Copies of Photo ID's of parents and anyone who has custodial parent's permission to pick up your child from school. (For your convenience, a photo of these ID's can be emailed to the school office at mppmonroe@gmail.com)
- Payment --
 - Registration fee of \$100.00 (Non-Refundable) plus the first of the ten tuition installment payments. This first installment is held as a security deposit and used to pay the June tuition.
 - A \$25.00 tuition discount is offered per installment for each additional child registered within the same family.
 - Please issue **one** check made out to "**Monroe Presbyterian Preschool**" including both the 1st Installment & Non-Refundable Registration Fee.

All of the above must be completed before your child is considered officially registered.

TUITION RATES: Please select a program for your child as posted below:

<u>2 Y.O. - PreK-2</u>	Annual Tuition	Per Installment Cash/Check	Per Installment ACH Price	Per Installment Credit or Debit Card Price
2 Day W - F	\$2,950	\$295	\$297	\$305
3 Day M-W-F	\$3,500	\$350	\$352	\$360
<u>3 Y.O. - PreK-3</u>		Cash/Check	ACH Price	Credit or Debit Card Price
3 Day M-W-F	\$3,500	\$350	\$352	\$360
5 Day M-F	\$4,750	\$475	\$477	\$490
<u>4 Y.O. - PreK-4</u>		Cash/Check	ACH Price	Credit or Debit Card Price
3 Day M-W-F	\$3,500	\$350	\$352	\$360
5 Day M-F	\$4,750	\$475	\$477	\$490

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CONTACT INFORMATION:

Child's Name _____ Gender _____

Child's Birth Date _____ Child's Age at Registration _____

Address _____ Town _____ State _____ Zip _____

1st Contact Name _____ 1st Contact Phone # _____

Parent #1 Name _____ Cell phone _____

Home Address _____

Email _____ Occupation _____

Employer _____

Parent #2 Name _____ Cell phone _____

Home Address _____

Email _____ Occupation _____

Employer _____

Other members of the household (siblings, grandparents, others)

<u>Name</u>	<u>Birthdate</u>	<u>Relationship to Child</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Below is for Office use only:

Date _____ Start Date _____ Class _____

Check# _____ Check Date _____ Amount \$ _____

Registration Fee \$ _____ 10th Installment Payment \$ _____

Birth Cert. _____ Immunization Record: _____ Licenses: _____

MEDICAL INFORMATION:

Doctor's Name and Telephone # _____

Allergies: ☐ Yes ☐ No If Yes, please list allergies: _____

Also, if yes, are allergies known to cause an anaphylactic reaction, requiring an epi-pen? ☐ Yes ☐ No

EMERGENCY CONTACTS (OTHER THAN PARENTS):

(Please be sure to give a photo ID for these individuals, since they are contacts that you give us permission to call to come to MPP if there is an emergency concerning your child and you (custodial parents) are not reachable.)

	<u>Name</u>	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Is your child in a Special Early Intervention Program or receiving any special services, ex., speech, OT, PT? ☐ Yes ☐ No

If yes, it would be extremely helpful to share IEP and/or IFSP with the Director to assist with your child's educational progress.

Does your child have medical concerns, e.g., corrective lenses, shoes, medication or any special needs we should be aware of?

Does your child have complete control of urination? ☐ Yes ☐ No Complete control of bowel movements? ☐ Yes ☐ No

What stage of potty training is your child at, if not completely trained? _____

**** Prior to the start of school **all 4-year-olds must** be potty trained, 3-year-olds **may be wearing** pull-ups, but potty training must be in progress and parents whose child has a bowel movement will be called to come to the school to change them.

ABOUT YOUR CHILD: To help us know your child better, please complete the following.

Language(s) spoken at home _____ Does your child speak English? _____

Has your child had any formal group experience? ☐ Yes ☐ No (eg., sports, classes, other preschools, etc.)

If Yes, list the kind of experience _____

Child's Favorite Activities: _____

Favorite Toys: _____

Pets: _____

Favorite Family Leisure Time Activity: _____

PARENT QUESTIONS:

PK-4 Applicants – Are you on the waiting list for a UPK program in the public schools? ☐ **Yes** ☐ **No**

Does your family have a religious background or affiliation? ☐ **Yes** ☐ **No** If yes, what is your religious background or affiliation? Parent #1 _____ Parent #2 _____

We highly value parent/family involvement in our school! Parents and other adult family members may be invited into our school for special events from time to time as current community health conditions allow. In addition, our teachers need your help in planning special classroom celebrations that are held almost monthly. Here are some ways you can help:

Would you like to: (Please ☒ items you're interested in learning more about and we will contact you.)

- Be a Class Parent? _____
- Participate in off-campus field trips that need designated chaperones? _____
- Share your profession/hobby/talent with a class? _____
- Help provide celebration supplies? _____
- Participate in class as a reader or craft support? _____
- Represent your child's class as a member of the Parent Advisory Group to the MPP Executive Board? _____

How did you learn about our school?

____ Newspaper ____ Letter
____ Friend ____ Poster
____ Instagram ____ Internet
____ Facebook ____ Other _____

MEDIA RELEASE

I understand that occasionally Monroe Presbyterian Preschool functions and programs are photographed or videotaped for local news agencies and/or for our school website and social media pages. **Children's names and/or their identity is never shared or posted by MPP.**

In these instances, Monroe Presbyterian Preschool has my permission to release a picture or footage of my child.

_____ (Child's name)

Signed: _____ Date: _____

CONSENT AND CONTACT FORM

This form is to be completed and signed by the child's parent or legal guardian.

Name of child _____

In the event of an emergency, Monroe Presbyterian Preschool will attempt to contact me, the other parent, or the legal guardian at the telephone number provided below. I give my permission to the Monroe Presbyterian Preschool to provide first aid for the child named above and to take the appropriate measures including contacting the emergency medical services (EMS) system and arranging for transportation to the nearest emergency medical facility.

Parent #1 / Legal guardian #1 Name _____

Telephone numbers:

Cell : _____ Other: _____

Parent #2 / Legal guardian #2 Name _____

Telephone numbers:

Cell : _____ Other: _____

Signature _____ Date _____

CLASS FIELD TRIPS:

MPP arranges many field trips to locations "off campus" for our students to attend. These are very special occasions that we have found families highly enjoy.

- **Your child's classroom will NOT be open on the days that their class is on a field trip.**
- Many of our field trips welcome families to join in and there may be additional fees for other children you bring with you. Occasionally, the trips are "drop-off and pick-up only" because of the small size of the facility being visited.
- There are additional, modest entry fees for most trips.
- **MPP cannot provide transportation to any field trips,**
- In order for a student to participate, each student must be transported and accompanied by a parent or another permitted adult.
- In the event that you have another adult transporting your child, you must notify the office who will be either accompanying your child, or dropping off and picking up, depending on the trip. Be sure the office has a photo ID for this "other" adult.

I understand and agree to the terms of the off-site field trips arranged by Monroe Presbyterian Preschool.

Signed: _____ Date: _____



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Governance, Tuition Information, Financial Policies & Payment Contract

SCHOOL GOVERNANCE & ENROLLMENT:

Monroe Presbyterian Preschool is a private institution, ruled by the laws of the state of New York, and under the governance of the Monroe Presbyterian Preschool Executive Board and the First Presbyterian Church of Monroe. Though we will strive to find every possibility of meeting the spiritual, academic, and physical needs of every student who applies, in order to protect the best interest of the student, we do reserve the right to refuse enrollment if we determine that we are not adequately equipped to meet his or her special needs.

REGISTRATION FEE:

\$100.00 Non-Refundable fee, payable upon registration.

SECURITY INSTALLMENT:

The 1st Installment of 10 equal payments of the yearly tuition is owed upon registration and is held as a security deposit until the month of June. Once this security installment is paid, families can sign up for electronic payments. If your plans for your child's preschool education change after registering, the security installment **WILL NOT** be refunded unless we are notified **in writing by August 1, 2025**, that your child will not be attending in September. No exceptions to this refund policy will be granted.

MONTHLY INSTALLMENTS:

The 2nd of 10 installments is due on September 1st and considered delinquent after September 5th. All following installment payments are due by the 1st of each month. Any payment received after the 5th of the month will be considered late and a **\$20** late fee will be assessed.

The monthly installment reflects the total program tuition divided into 10 equal installments and, therefore, is not prorated or reduced due to holidays, scheduled closures, mandated closures, illness, snow days, vacations or cancellations. All checks are made payable to "**MONROE PRESBYTERIAN PRESCHOOL**".

If there is ever a reason you anticipate difficulty paying tuition, please contact the office before it becomes an issue. Monroe Presbyterian Preschool reserves the right to unenroll your child from the school for non-payment of tuition fees.

SERVICE CHARGES:

- All checks and/or electronic payments returned to us for non-payment are subject to a service charge equal to the fees assessed to MPP by our bank or Brightwheel's bank + \$10. If a person has given us two "bad checks," or has two NSF occurrences of electronic payments, we will no longer accept those forms of payment. We will then accept only a money order or cash for payment.
- Please see the Tuition Rates section for specific Cash/Check/ACH and Credit/Debit Card rates.

REFUND:

No tuition credits or refunds will be given for days missed at school due to holidays, scheduled closures, mandated closures, illness, snow days, vacations or cancellations. The preschool must have written notification if a child must take a leave of absence. His or her place in the school will be maintained only if tuition payments are continued.

WITHDRAWAL POLICY:

If withdrawal becomes necessary during the school year, parents/guardians must notify the school office **IN WRITING** 30 days in advance of the withdrawal date to receive a refund of the security installment.

I have read, understood and will comply with the above tuition/financial information and withdrawal policy

Parent Signature _____

Date _____

(School Copy)



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