MONROE PRESBYTERIAN PRESCHOOL
142 Stage Road Monroe, NY 10950
Email: mppmonroe@gmail.com
Phone: 845-781-7814

2022-23 Registration Application Letter

Dear Families:

We are so excited that you wish to send your preschooler to our school in the coming months! 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 a preschool education based on the New York State Prekindergarten Learning Standards, preparing children beautifully for their entry into the public school system for Kindergarten. Children work on their small-motor and gross-motor skills daily. Also, a large part of preschool education is social-emotional learning. Our teachers specialize in working with children on partner and group play, along with sharing and caring for classmates.

Our parent organization, First Presbyterian Church of Monroe, is a loving and inclusive congregation. As a part of the church, we also share Christian values with the children in the school, mainly through story time, which centers on the love and provision we receive from God. This part of our teaching is always age-appropriate for the children, and the language we use is very general, so it can be embraced by and inclusive to any denomination or world religion you may practice at home.

The following registration application has a LOT of information in it. Please read it over carefully, and be sure you've signed in all the right places. Feel free to call us with any questions.

We can't wait to meet your child and look forward to working with them and your family over the coming years.

Blessings,

Mrs. Hoeldtke
Mrs. Melissa Hoeldtke
Director

Mrs. McDewell
Mrs. Vicki McDewell
Assistant Director & Registrar

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2022-2023 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.

To register your child you will need the following:

- Completed registration packet that 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
- Copy of Photo ID of 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 director at mppmonroe@gmail.com)
- Payment --
  - Registration fee of $50.00 (Non-Refundable) plus the first of the ten Tuition installment payments (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 the above must be received before your child is considered officially registered.

Please select a program for your child as posted below:

2 Year Olds:

2 Day W - F	9:15 to 11:45	$2,400 per year = $240 per installment	Must be 2 by 9/1/22
2 Day T - TR	9:15 to 11:45	$2,400 per year = $240 per installment	Must be 2 by 9/1/22

3 Year Olds:

3 Day M-W-F	9:15 to 12:15	$2,700 per year = $270 per installment	Must be 3 by 12/1/22
5 Day M-F	9:15 to 12:15	$3,800 per year = $380 per installment	Must be 3 by 12/1/22

4 Year Olds (Pre-K):

3 Day M-W-F	9:30 to 12:30	$2,700 per year = $270 per installment	Must be 4 by 12/1/22
5 Day M-F	9:30 to 12:30	$3,800 per year = $380 per installment	Must be 4 by 12/1/22

* Start times are subject to change based on registration totals

Date _____ Start Date_____ Class _____

Check#_____ Check Date_____ Amount $_____

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

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CONTACT INFORMATION:

Child's Name _____ Gender _____

Child's Birth Date _____ 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 household (siblings, grandparents, others)

Name	Birthdate	Relationship to Child

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.)

	Name	Phone	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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

Language spoken at home_____ Does your child speak English? _____

Has your child had any formal group experience? Yes _____ No _____

If Yes, list kind of experience _____

Does your child receive any special services, ex., speech, OT, PT? Yes _____ No _____

If yes, please explain (be specific) _____

Does your child have 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 **cannot be in diapers** – 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.

Child's Favorite Activities: _____

_____

Favorite Toys: _____

Pets: _____

Favorite Family Leisure Time Activity: _____

Does your family have a religious background or affiliation? Yes _____ No _____

If yes, what is your religious background or affiliation? Parent #1 _____ Parent #2 _____

PARENT QUESTIONS:

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 on 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:
Mobile: _____ Other: _____

Parent #2 / Legal guardian #2 Name _____

Telephone numbers:
Mobile: _____ Other: _____

Signature _____ Date _____

CLASS FIELD TRIPS:

MPP arranges (nearly) monthly 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. and 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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Tuition Information, Financial Policies & Payment Contract

REGISTRATION FEE:

$50.00 Non-Refundable fee, payable upon registration.

SECURITY INSTALLMENT:

The 1st Installment of 10 equal payments of the yearly tuition is payable upon registration. Once this security installment is paid, families can sign up for electronic payments. This security installment **Will Not** be refunded unless we are notified **in writing by August 1, 2022,** that your child will not be attending in September.

MONTHLY INSTALLMENTS:

The 2nd of 10 installments is due on September 12th and considered delinquent after September 16th. 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:

- Any returned checks are subject to a **$30.00** service charge. If we receive two returned checks for insufficient funds, we will no longer accept a personal check as payment. We will then accept only a money order or cash.
- If you choose to pay by credit card in our electronic payment system, a service charge will be assessed.

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.

Parents Signature _____ Date _____