



New Student Registration Checklist 2024-2025

Early Registration for MCP & OCS siblings and OPC members: Jan 29- Feb 2

Registration List opens to the community ONLINE Feb 5 at 8:00am

www.orangewood.org/mcp

If class list is full, please take a spot on the Waiting List

Registration Paperwork must be turned in to MCP Feb 5-9 to keep your child's spot

The following items must be submitted to register your child:

- ☐ Registration Form
- ☐ Registration Fee: Current MCP families = \$100, New Families = \$150 (check or cash)
- ☐ Financial Obligations Form
- ☐ Emergency & Medical Information (Notary available onsite)

* Annual Materials & Security Fee and August Tuition due June 1, 2024

* Current Shot Record & School Entry Health Exam Form from your Pediatrician due June 1, 2024

All **VPK/VPK+** Students Also Need:

- ☐ **Orange County** VPK Certificate of Eligibility Voucher
(Print & sign after completing online **Orange County** VPK Registration – see attached flyer)
- ☐ Scholarship Application IF requesting VPK-Funding-Only position

**All PreK classes are considered VPK+ because we have more hours in our calendar year than VPK covers. We charge \$160/month to cover these extra hours. We do have a limited number of VPK-funding-only positions available (\$0 tuition or fees). We still allow these children to attend the extra hours as we do not want them to miss out on any instruction or activities.

If the tuition and fees of our program make it prohibitive for you to send your child to MCP for PreK, please request a VPK-funding-only position using our Scholarship Application. These positions are awarded on a first-come first-served basis.

All **Kindergarten** Students Also Need:

- ☐ Birth Certificate
- ☐ Step Up For Students Scholarship Award Number

** Our Kindergarten students may participate in Florida School Choice Scholarships. **This funding will cover your child's Materials and Security Fees as well as full Tuition.** In order to participate, please visit StepUpForStudents.org to enroll your child. Our school number is 7294. We must have your child's Award Number before school begins.

MCP admits children of any religion, gender, race, national or ethnic origin.

~ To know God and His world ~

Maitland Community Preschool
2024-2025 Registration Checklist



MCP New Student Registration 2024-2025

☐ MCP Sibling

☐ Orangewood Church Member

☐ OCS Sibling

Midland Community Preschool

Registration open for MCP/OCS siblings and OPC members Jan 29 – Feb 2

Registration opens online to the community on Feb 5 at 8:00am

Child must be appropriate age for class by Sept. 1

__ 2-Day 2's (M/W and T/Th)

__ 4-Day PreK (M – Th) (VPK* and VPK+)

__ 2-Day 3's (W/F)

__ Kindergarten (M – F)

__ 3-Day 3's (M/T/Th and M/W/Th)

* We have a limited number of VPK-funding-only positions (\$0 tuition/fees charged) in our PreK classes
Please complete our Scholarship Application if you would like to request one of these positions for your child

Child's Name _____ (_____)
First Middle Last Preferred Name/Nickname

Date of Birth ____ / ____ / ____ Gender _____

Father's name _____ Mother's name _____

Phone _____ Phone _____

Email _____ Email _____

Address _____

City _____ State _____ Zip _____

*Parent Address if different from child: _____

Are you members of a local church? _____ Name of Church: _____

If there are other children in your family, please complete the following:

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

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----- For office use only -----

Date _____ Registration fee pd: ck# _____ cash _____ amount \$ _____ By _____



Please list others who are allowed to pick up your children from MCP (in addition to parents):

Name	Relationship	Phone
Name	Relationship	Phone

Is there anyone who is NOT permitted to pick up your child? (If it is a parent, please attach legal documentation showing that they are not permitted to have custody of the child.)

Please initial to authorize and give consent to MCP:

- to include my child's photos on Brightwheel _____
- to publish photographs of my child in promotional materials for MCP _____
- to participate in Speech and Language screening at MCP _____

How did you learn about MCP? _____

List any other organized early childhood programs your child has attended (preschool, church nursery...):

List any dietary restrictions and/or allergies: _____

What is the primary language spoken in your home? _____

Has your child been evaluated for or participated in programs for any of the following (check any that apply):

___Speech ___OT ___PT ___Hearing ___Vision ___Sensory Integration ___Other

Why did you select Maitland Community Preschool for your child?

What would you like us to know about your child?

Parent/Guardian Signature: _____ Date _____

~ To know God and His world ~

Maitland Community Preschool
2024-2025 Registration



Financial Obligations

I understand that this contract cannot be considered complete without the registration fee, with the exception of VPK-funding-only students.

Monthly MCP tuition is due on the 1st of the month. If tuition is not paid by the 10th of the month, a \$20 late fee will be assessed. If an account becomes 60 days delinquent, the school reserves the right to dismiss the student from school. A \$25 fee will be charged for returned checks.

I understand that in order to withdraw my child from MCP, I must give two weeks written notice and I will be responsible to pay the full tuition for the current month. If I wish to withdraw my child for a portion of the school year (1-2 months) and reserve a place for my child in their class, I must advise MCP in writing of departure and return dates, and pay 50% tuition in advance for each month. If my child does not return to MCP by the specified date, I understand that MCP will no longer guarantee that position for my child. I also understand that if I do not pay this tuition in advance, MCP is not obligated to reserve a place for my child.

Maitland Community Preschool reserves the right to refuse any application or dismiss any student, at any time, for any reason. Neither this contract nor payment of fees is considered to be binding upon Maitland Community Preschool.

I understand that the registration and materials/security fees, as well as the first month's tuition payment, are all non-refundable and non-transferable. Should I withdraw my child from Maitland Community Preschool for any reason, none of these fees will be refunded and I will be responsible to pay the tuition as described above.

VPK families: I understand that the State of Florida will not pay tuition after my child has missed 27 VPK school days. Therefore, beginning with my child's 28th absence, MCP will drop my child from the VPK program. If I wish for my child to continue to attend his/her class as a non-VPK student, full tuition from that point forward will be my responsibility.

Kindergarten Families: I understand that if I wish to have my child participate in Florida School Choice Scholarships, I must apply through Step Up For Students and have my award approved before school begins. I understand that if there are any issues with payments being received from the state, I will be responsible to pay MCP any outstanding tuition and fees.

My signature verifies that I have read and accept all terms of this contract.

Father's Signature

Date

Mother's Signature

Date

Child's Name: _____

Please indicate preferred payment plan:

____ **Monthly** Total tuition will be paid in 10 monthly payments. August tuition is due by June 1, 2024 or the date specified on the enrollment confirmation letter. Tuition for September-May is due on the 1st of each month.

____ **Annually** Total tuition will be paid in one payment, with a 3% discount if paid by June 1, 2024.

Name of person responsible for payment, if anyone other than parent: _____

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Maitland Community Preschool
2024-2025 Financial Obligations



Emergency and Medical Information Form

* Parent must also provide a copy of the child's Shot Record and School Entry Health Exam Form from the Pediatrician **before** the child may begin school at MCP.

Child's Name: _____

Birthdate: _____

Contact Information in case of an emergency:

Father: _____ Cell phone: _____ Other phone: _____

Mother: _____ Cell phone: _____ Other phone: _____

Others permitted to pick up child in case of illness/emergency:

Name: _____

Relationship: _____

Phone: Cell _____ Home _____

Other _____

Name: _____

Relationship: _____

Phone: Cell _____ Home _____

Other _____

Insurance Information:

Name of insured parent as it appears on insurance card: _____

Insurance company name: _____ Policy #: _____ Group #: _____

Health Information:

Child's doctor: _____

Doctor's phone: _____

Preferred hospital: _____

*List any physical/emotional disability, chronic illness, or significant medical history and the care, medication, or treatment required. Is this a severe or life-threatening condition? yes no

*List any known or suspected allergies and the care or treatment required.

*List medications your child regularly takes.

* add additional pages as needed

Authorization For Treatment (please complete in the presence of a notary)

In the case of our unavailability, we request care for our minor child, _____, should a medical need arise. Maitland Community Preschool is authorized to perform or arrange for any treatment they consider necessary.

Parent/Guardian signature: _____

State of _____ County of _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____,

who is personally known to me _____ OR produced the following identification: _____

Notary Public's Signature: _____

Notary Seal/Stamp:



Maitland Community Preschool

2024-2025 Tuition and Fees

Registration Fees: Per child, non-refundable, annual registration fee due with registration

Current MCP families = \$100

New Families and All Kindergarten students = \$150

Tuition: Tuition is an annual fee divided into 10 equal monthly payments. The first month's tuition is due June 1. Tuition for September – May is due on the 1st of each month. A \$20 late fee will be charged for tuition payments received after the 10th of each month.

You may also choose to pay annual tuition in one lump sum. If the full annual tuition is paid on or before June 1, you will realize a 3% discount on tuition. Tuition may be paid by check or Brightwheel Billing.

Materials & Security Fees: The Materials & Security fee helps to cover the cost of consumable supplies, speech screenings, class photos and other materials for the children as well as security costs. This annual fee is due June 1 with August tuition.

2-Day Twos

Materials & Security Fee: \$180

Tuition: \$3000 annually / \$300 monthly

Due June 1: \$480 or \$3090 (annual)

2-Day Threes

Materials & Security Fee: \$180

Tuition: \$3000 annually / \$300 monthly

Due June 1: \$480 or \$3090 (annual)

3-Day Threes

Materials & Security Fee: \$200

Tuition: \$3850 annually/ \$385 monthly

Due June 1: \$585 or \$3934 (annual)

4-Day PreK – VPK+

Materials & Security Fee: \$220

Tuition: VPK funds + \$1600 annually / \$160 monthly

Due June 1: \$380 or \$1772 (annual)

4-Day PreK – VPK-funding-only

Materials & Security Fee: \$0

Tuition: \$0 (only VPK funds)

Due June 1: \$0

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5-Day Kindergarten

Materials & Security Fee: \$500

Tuition: \$7000 annually / \$700 monthly

Due June 1: \$1200 or \$7290 annual

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Maitland Community Preschool
2024-2025 Tuition & Fees

12/18/23