

APPLICATION PROCEDURE

Makiki Christian Church Preschool accepts children ages 3 to 5 years old. In accordance with our non-discriminatory policy, we accept students of any race, color, national and ethnic origin. In compliance with the American Disabilities Act (A.D.A.) we admit children with disabilities on condition that a reasonable accommodation does not impose undue hardship on the preschool.

Applications are given upon request.

The Student Application/Developmental History form and Registration fee must be submitted to the preschool office to be considered for enrollment.

The child will be accepted on space availability or placed on the Wait List. The family shall be duly notified of the acceptance, visitation, start date and orientation procedures.

Enrollment Forms need to be completed and filed with MCCP office by orientation week.

- Student Application
- Developmental History
- Financial Agreement
- Emergency Card
- Student Health Record (Form 14) including:
Physical exam, TB clearance (performed in the U.S.), Immunizations
- Birth Certificate copy or other verification of birth date

Fees are non-refundable and must be fully paid in advance of the first day of school.

- Registration Fee - Annual fee due with application forms
- Comprehensive Fee – Annual activity fee (excursions, photos, consumable materials)
- Monthly Tuition - No refunds are given for any absences due to illness or vacation.
- Deposit – Reservation fee, which is payable upon acceptance, then held and credited towards the last month's tuition. One month prior to the withdrawal date, written notice must be submitted to receive credit for your deposit.
- Rest Mat Fee – for children napping at school

Visitation

Prior to the official starting date, arrangements are to be made for the enrolling child and accompanying adult family member for the purpose of becoming familiar with the staff, program and facilities. Day(s) and time should be scheduled with the Director and/or Teacher.

Forms and Fees are to be submitted and a MCCP Supply List will be provided. All items are to be brought to class by orientation week or the first day of school.

Orientation

To ease the adjustment process, the first five days of school are shortened. New preschoolers start at 8:00 a.m. and are picked up at 11:30 a.m. (day 1 – 3) and at 2:30 p.m. (day 4 & 5)

Lunch (2 options)

- Nutritious U.S.D.A. approved hot lunches, catered by *The Lunch Bunch* may be purchased. Monthly order forms are available at the preschool office.
- Home lunches may be brought to school. We provide refrigeration and microwave ovens for your convenience.

FINANCIAL AGREEMENT
8/6/07 – 5/23/08

Application Fee: To be submitted with application & placed on wait list	\$50.00
Annual Registration Fee: To reserve space for each year of enrollment	\$50.00
Annual Comprehensive Fee: Consumable materials, Activity/ Excursion fees	\$75.00
Deposit: To be paid as acceptance and confirmation of student enrollment Deposit is applied towards the final tuition payment before withdrawal. It is forfeited unless one month's written notice is submitted to the preschool office.	\$350.00
Monthly Tuition: 3-5 yrs.	\$525.00
Daily Rate: Pro-rated tuition is applicable when a child attends for a partial month upon enrollment or withdrawal.	\$35.00
Rest Mat:	\$15.00
Service fee for returned checks: After 2 nd returned check, subsequent payments will be made in cash or money order.	\$15.00
Late Pick-up Fees: After 5:30 pm (per every 5 minutes of delay)	\$10.00
Summer Session: June 4 – July 13, 2007	\$750.00

**Checks are payable to Makiki Christian Church Preschool or MCCP.
Cash will be accepted if exact amount is given.**

**MAKIKI CHRISTIAN CHURCH PRESCHOOL
FINANCIAL AGREEMENT
August 6, 2007 - May 23, 2008**

Registrations for Makiki Preschool are accepted on a first-come, first-served basis. A non-refundable registration fee is required to ensure enrollment. For additional information pertaining to admission requirements, policies, and procedures, please read the **General Information** section.

- Checks are to be made payable to Makiki Christian Church Preschool or MCCP. Cash will be accepted if exact amount is given.
- Tuition is due on the first day of the month. Tuition is payable on a monthly basis regardless of school closures during the year.
- Withdrawals: One month written notice is required for any withdrawals from preschool.
- If for any reason of extreme hardship and/or hospitalization, the child must be kept out of school for an extended period or withdrawn altogether, the school must be notified and the pro-rated credit will be allowed for the time the child must remain out of school. **No refunds or pro-rating or credits will be made for any other type of absence.**
- Late fee charge of \$15.00 if tuition is not paid by the tenth of the month.
- Service fee of \$15.00 for returned checks. If a second check is returned, a \$15.00 service fee will be assessed and all subsequent payments will be made in cash or by money order.

Late Pick-Up Fees

Parents will be assessed \$10.00 for each 5 minutes of delay after 5:30 p.m.

Child's Name

Parent/Guardian's signature

Orientation/Interview Date

Director's signature

Date

STUDENT APPLICATION

Child's name _____ **Birth date** _____
last first

Nickname (if any) _____ Sex _____ Ethnicity _____

Address _____ Phone _____
street city zip

Mother's name _____ Social Security # _____

Employment _____ Phone _____
employer occupation

Father's name _____ Social Security # _____

Employment _____ Phone _____
employer occupation

Does child live with both parents at all times? ____ (yes) ____ (no) If not, with whom? _____

Who is legally responsible for, or has legal custody of child? _____

List other members of household. (This information is helpful to teacher when relating to child.)

Name _____ relationship _____ age _____

Name _____ relationship _____ age _____

Name _____ relationship _____ age _____

Family members who have attended MCC Preschool _____

Preferred date of entry: ASAP Fall Spring Summer Year: _____

For Office Use Only

Reg. Pd./ date:

Start date:

Comprehensive fee:

Deposit:

Release date:

DEVELOPMENTAL HISTORY

When did your child begin to walk? _____ months. Talk? _____ months.
Has your child ever been seriously or severely ill? ___ (yes) ___ (no) Injured ___ (yes) ___ (no)
Does your child have frequent colds? ___ (yes) ___ (no) How many in the last year? _____
Does your child have any allergies? ___ (yes) ___ (no) Specify food, medicine etc. _____
What is your evaluation of your child's health? _____ Physical limitations? _____

Sleeping Habits:

What time does your child awake? _____ Go to bed at night? _____
Does your child nap during the day? ___ (yes) ___ (no) When? _____ How long? _____
How do you put your child to sleep? _____
Does your child sleep well? _____

Eating Habits:

type of foods

eaten at (time)

Diet pattern: Breakfast _____
Lunch _____
Dinner _____

Any food dislikes? _____ Eating problems? _____

Toilet Training:

When did toilet training start? _____ months

Completed? ___ (yes) ___ (no)

Does your child have any toileting problems? _____

What is your child's word for bowel movement? _____ Urination? _____

Is your child's bowel movement regular? ___ (yes) ___ (no) Usual time? _____

Personal History:

What language(s) is spoken in the home? _____

Describe your child's personality? _____

How does your child get along with parents, siblings, other children? _____

Describe any previous group experiences. _____

Describe any behavioral problems, fears. _____

How is your child disciplined at home? _____

What are your expectations in sending your child to preschool? _____

MCCP Holidays and Special Events Calendar
August 6, 2007 - May 23, 2008

July 30 – Aug 3	Cleanup / Staff training*
Aug 6	MCCP begins / Orientation
August 17	Admission Day*
August 24	Open House
September 3	Labor Day*
October 8	Staff Training*
November 12	Veteran’s Day*
November 22, 23	Thanksgiving*
December 7	Christmas Open House @ 10 am
December 20 – January 2	Winter Recess*
January 21	Martin Luther King, Jr. Day*
February 18	President’s Day*
March 21	Good Friday*
March 24 - 28	Spring Recess*
May 23	Aloha/Graduation Program @ 7 pm
May 26	Memorial Day*
May 27 - 30.	Cleanup / Staff training*
June 2 - July 25	Summer School Session
June 11	Kamehameha Day*
July 4	Independence Day*
July 28 – Aug 1	Cleanup / Staff training*

**MCC Preschool is closed*