

Thank you for your interest in

St. Matthew's EEC!



Please read carefully as our registration process is very different this year due to COVID-19 restrictions. Here are a few tips to make this process as smooth as possible!

1. Fill out the registration form before registration begins and be sure to identify a **First Choice** and **Second Choice** for your child's school schedule.
2. Complete all three pages and sign at the bottom of the third page. This signature acts as your acknowledgement and acceptance of the terms listed on the registration form for the 2021-2022 school year.
3. All registration forms need to be submitted via email to eecregistration@stmatthewseec.org. Applications will be processed beginning at **7 AM** on February 3rd for current families, and February 10th for new students.
4. A confirmation email will be sent within 48 hours offering placement. Be prepared to pay your registration fee at that time through your family Procure portal.
We will not save a seat for your student until this is paid. Your fee is nonrefundable.
5. Payment through Procure and a copy of your child's birth certificate or passport (**new students only**), must be received within 48 hours of placement offer to secure your spot.
(Copies of birth certificates can be dropped off at the school office or emailed.)
6. **New students:** Instructions to set up your family Procure portal will be included with your placement offer. If you have any questions, please contact our office at 301-464-1813 or eecbilling@gmail.com.

In-House registration begins at 7 AM Wednesday, February 3rd. New student registration begins at 7 AM on Wednesday, February 10th.

If you are registering after June 1, please be prepared to pay both the registration fee and your first tuition payment.

St. Matthew's Early Education Center



14900 Annapolis Road • Bowie, MD 20715 • 301-464-1813 • www.stmatthewseec.org

2021-2022 School Year

Registration Fee

Due at registration and **nonrefundable**.

New Student **\$250**

Returning Student **\$150**

Kindergarten (All students – new & returning) **\$300**

School Tuition

All fees associated with supplies, snacks, Music Together, Spanish and PE are included in the tuition. The annual cost of tuition is divided into 10 monthly payments beginning June 1, and then August 1 through April 1. The registration fee and all prepaid tuition are **NONREFUNDABLE**.

2-Day Class – T/Th (8:45-11:45 am) **\$2,215**

3-Day Class – MWF (8:45-11:45 am) **\$3,080**

5-Day Class – M-F (8:45-11:45 am) **\$5,240**

5-Day Full Day Pre-K – M-F (9:00-2:30 pm) **\$9,190**

Kindergarten M-F (9:00 am - 3:15 pm) **\$10,170**

School & Child Care Tuition

7:00 to 6:00 pm

2-Day All-Day **\$5,240**

3-Day All-Day **\$6,810**

5-Day School and 3-Day Child Care **\$8,870**

5-Day School and 5-Day Child Care **\$11,620**

5-Day All-Day Pre-K and 5-Day Child Care **\$12,050**

Kindergarten with before or aftercare **\$12,050**

Kindergarten with before and aftercare **\$12,980**

10% Payment 1

A **nonrefundable** first payment is due June 1. If payment is not received by that date, we will make your spot available to persons on the wait list.

Tuition is paid monthly on June 1, and then August 1 through April 1. Late fees go into effect after the 5th of the month. Late fees are \$10 per day beginning on the 6th. All prepaid tuition is **nonrefundable**.

Office Use Only: Registration Fee: _____ Paid: _____ Birth Cert. _____

Date: _____ Registration # _____

St. Matthew's Early Education Center

School Year Registration Form

2021-2022

Admission for SCHOOL: 1 st Choice: _____ 2 nd Choice: _____	Playschool (2 yrs old before September 1) M-F MWF T/Th Pre-Kindergarten (4 yrs old by September 1) M-F am MWF T/Th M-F Full Day (9:00 – 2:30)	Preschool (3 yrs old before September 1) M-F MWF T/Th Kindergarten (5 yrs old by September 1) School Only Before Care After Care Before & After
CHILD CARE:	Child Care Schedule (Please Circle) Monday Tuesday Wednesday Thursday Friday	
STUDENT INFORMATION (Please print clearly.)		
Name of Student:	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> First Name Last Name </div>	
Date of Birth:		Gender: () Male () Female
Address:	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Number and Street Name City State Zip Code </div>	
Language(s) spoken in home:	Has your child attended preschool or child care previously? _____ If so, where? _____	
	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Full Legal Name:		
Relationship to Child:		
Occupation:		
Employer:		
Business Phone:		
Cell Phone:		
Cell Phone Carrier: <small>(Please provide carrier if you would like to receive school text alerts.)</small>		
E-mail Address:		
Mailing Address: <small>(If different than student)</small>		
Status of Parents: () Married () Divorced () Single	Applicant lives with:	

RACE AND ETHNICITY

The US Department of Education requests racial and ethnic data on our students. This section is optional, but if you are willing to share this information, you would be helping us provide more accurate data. Thank you.

Please choose one or more of the following categories to reflect how you identify your child's race &/or ethnicity.

_____ American Indian or Alaska Native	_____ Hispanic/Latino of any race
_____ Asian (Chinese, Japanese, Korean, Pakistani, and Indian)	_____ Native Hawaiian or other Pacific Islander
_____ Black or African American	_____ White

BACKGROUND INFORMATION

Does your child have any allergies, asthma, seizures or chronic illness? () No () Yes

If yes, please describe.

Allergy and Asthma action plan forms are provided on our website.

Are medications needed for this condition? () No () Yes

If yes, please provide a medication authorization form available on our website.

Does your child require a nut free environment? (or other food allergen) () No () Yes

If yes, please contact the director to discuss accommodations.

Describe your child: (On a scale of 1-5)

	Strongly Disagree	Disagree	Agree	Strongly Agree
My child:				
Is easygoing	1	2	3	4 5
Enjoys meeting new people	1	2	3	4 5
Adapts easily to change	1	2	3	4 5
Cuddly	1	2	3	4 5
Fussy	1	2	3	4 5
Irritable	1	2	3	4 5
Difficult to sooth	1	2	3	4 5
Likes trying new things	1	2	3	4 5
Hard time managing emotions	1	2	3	4 5
Easily frustrated/lacks persistence	1	2	3	4 5
Fearful and cautious by nature	1	2	3	4 5
Shy and slow to warm up to new people and experiences	1	2	3	4 5
Has a hard time with transitions	1	2	3	4 5
Emotionally sensitive/reactive	1	2	3	4 5
Sleep/wake cycle poorly regulated	1	2	3	4 5
Feeding difficulties	1	2	3	4 5
Strong reaction to light	1	2	3	4 5
Strong reaction to sound	1	2	3	4 5
Strong reaction to touch	1	2	3	4 5
Strong reaction to smell	1	2	3	4 5
Strong reaction to clothing/textures	1	2	3	4 5

Does your child face any difficulties that may impact their learning or participation in the classroom environment? (i.e.: speech, sight, auditory or physical challenges, or behavioral, emotional & social challenges.) If yes, please explain below and provide the director with copies of an Individualized Family Service Plan (IFSP), an Individualized Education Program (IEP), and a copy of the schedule of early intervention or special education services.

PUBLICITY PERMISSION

A picture or video of your child taken during school at St. Matthew's EEC may be used on our website, in brochures, and in submission to other publications for the use of "school news" or advertising. Please initial the statement to which you agree.

_____ I give permission to post a picture of my child in an advertisement, newspaper article, the EEC webpage or admission brochure. Names will not be used.

_____ I do not give permission for my child's image to be published.

PARENT HANDBOOK ACKNOWLEDGEMENT

I have received the Parent Handbook for St. Matthew's EEC, and I understand that it is my responsibility to read these policies and any subsequent revisions. I understand that the most recent handbook can be found on the school's website at www.stmatthewseec.org

Signature: _____ Date: _____

GENERAL INFORMATION

1. A **non-refundable** registration fee is due with this registration form.
2. The first tuition payment, equal to 10% of your annual tuition, is due by June 1. The remaining monthly tuition payments are due on the 1st of every month beginning August 1 and ending April 1. Prepaid tuition is **non-refundable**.
3. A late fee of **\$10.00 a day** will be applied to payments not received by the **5th** of the month.
4. Delinquent payments of one month will result in the child's enrollment being cancelled.
5. A sibling discount of 5% will be applied to the lesser of the tuition payments.
6. The Maryland Immunization Certificate, Health Inventory Form, Emergency Card, Lead Screening form and copy of Birth Certificate must be on file **before** a child can attend class.
7. School-wide email communications will come from the director through Mail Chimp.
8. All families will need to register for their Procure account after registration at www.myprocure.com.

PARENT AGREEMENT

By signing below, I acknowledge that I have read and understood the above statements and accept the terms for the 2021-2022 school year.

Signature of parent or guardian

Date