

## APPLICATION PROCEDURE Revised June, 2018



*Makiki Christian Church Preschool (MCCP) accepts children ages 24 months 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 or special medical needs on the condition that reasonable accommodations do not impose undue hardship on the Preschool. Information must be provided to the school.*

**Applications** are given upon request or downloaded at website [www.makikichristian.org](http://www.makikichristian.org). The Student Application/Developmental History form and a \$50 application fee must be submitted to the Preschool Office in order to begin the enrollment process.

The child will be accepted on a space available basis or placed on the waitlist. The family will be duly notified of acceptance, start date, and the dates for the visitation/orientation.

**Enrollment Forms** need to be completed and filed with MCCP office within 10 days upon receiving the acceptance letter.

- Intent to Enroll form
- Emergency and Pick-up Authorization
- Student Health Record (Form 14) which includes **current** physical exam and immunizations, TB clearance (performed in the U.S.) and the Early Childhood Pre-K Health Supplement Form (DHS908)
- Birth Certificate or other verification of birth date (copies are acceptable)
- Information on services provided to the child that is pertinent to his/her educational program
- Release of Information/Excursion Permission form
- Tuition Payment Agreement
- Release of Information/Excursion Permission

**Fees** are non-refundable and must be fully paid at the time of acceptance:

- Registration Fee, \$50 - The annual registration fee is due and payable when you have indicated your intent to enroll your child at MCCP.
- Comprehensive Fee, (Please see Rate Sheet) - This annual activity fee covers the costs of on-site plays, performances and activities; field trips; consumable materials; etc. Parents will be given a supply list of non-consumable supplies that they must purchase and bring on the visitation day. All non-consumable items purchased by the parent will be returned at the end of the school year.
- Deposit - Payable upon acceptance as a commitment to enroll and will be credited towards the final tuition payment. Written notice must be submitted 45 days prior to your child's withdrawal date to receive consideration for credit or refund.
- Tuition - No refunds are given for extended absences due to illnesses, family vacations, observed school holidays, staff development days, or designated Christmas and Spring breaks. Please refer to the Financial Agreement.

**Visitation**

During your child's first day of school, parents/guardians are required to attend one visitation session from 8:00 a.m. – 10:00 a.m. with the enrolling student. The purpose of the visitation day is so both child and accompanying adult will have the opportunity to observe and participate in typical daily activities for the purpose of becoming familiar with the staff, program, and facilities. After the two hour visitation ends all students and their parents will leave for the day.

**Orientation**

To ease the adjustment process, the first 4 days of school following the visitation day are shortened to help your child transition in a developmentally appropriate timeline. Information regarding the orientation schedule is included in the packet.