

Thank you for your interest in St. Matthew's EEC!



Please read carefully to ensure that you complete our registration process correctly. 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 in the **middle** and at the **bottom** of the third page. This signature acts as your acknowledgement and acceptance of the terms listed on the registration form, publicity permission and handbook (available online) acknowledgement for the 2023-2024 school year.
3. All registration forms need to be submitted via email to eecregistration@stmatthewseec.org. Applications will be accepted beginning at **7 AM** on February 8th for current families, and February 15th for new students. **Applications sent before 7AM will not be processed.**
4. **FOR RETURNING STUDENTS:** A confirmation email will be sent within 72 hours offering placement. Be prepared to pay your registration fee at that time through your family Procure portal.
 - a. **We will not save a seat for your student until this is paid. Your fee is nonrefundable.**
5. **FOR NEW STUDENTS:** In addition to the completed registration paperwork, there will be a second stage of the application process for all new students (including siblings of current students).
6. New students will receive a confirmation email within 72 hours verifying that your child's application paperwork is complete. At that time, you will receive details of how to register for the second stage of the process which involves a "playdate".
 - a. The playdates for new students that are siblings will begin on February 9, 2023.
 - b. The playdates for new students that are part of new families will begin on February 21, 2023.
 - c. The applicant and one parent will attend a scheduled meeting with other children and parents. The session will be about 30 minutes. This is an opportunity for the family to learn more about our program and for us to observe the children in a group/school setting to ensure our program is a good fit for your child.
7. Following the playdates, those families will receive an email offering placement. Be prepared to pay your registration fee at that time through your family Procure portal.
 - a. **We will not save a seat for your student until this is paid. Your fee is nonrefundable.**
8. 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.
 - a. **(Copies of birth certificates can be dropped off at the school office or emailed to eecbilling@gmail.com.)**
9. **New students:** Instructions to set up your Procure account 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 8th. New student registration begins at 7 AM on Wednesday, February 15th.

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

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

St. Matthew's Early Education Center

School Year Registration Form

2023-2024

Admission for SCHOOL: 1st Choice for school schedule: _____	Playschool (2 yrs old before September 1) M-F MWF T/TH	Preschool (3 yrs old before September 1) M-F MWF T/TH
(Please Circle Also) 2nd Choice for school schedule: _____	Pre-Kindergarten (4 yrs old before September 1) M-F MWF T/TH M-F Full Day (9:00am - 2:30pm)	Kindergarten (5 yrs old before 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:	First Name	Middle	Last Name
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Address:	Number and Street Name City State Zip Code		
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: (Please provide carrier if you would like to receive school text alerts.)	
E-mail Address:	
Mailing Address: (If different than student)	
Status of Parents: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> 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? () Yes () No

If yes, please describe.

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

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

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

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

If yes, please contact the director to discuss accommodations.

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

	Strongly Disagree	1	2	3	4	Strongly Agree
My child:		1	2	3	4	5
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

1. 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.)

2. 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.

3. Will your child attend another school in addition to St. Matthew's EEC, in order to receive additional support or instruction?

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 \$15.00 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	Credit Card payments will be accepted through MyProcure.com . Credit Card payments will include a 2.6% merchant fee.
6	A sibling discount of 5% will be applied to the lesser of the tuition payments.
7	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.
8	School-wide email communications will come from the director through Procure.
9	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 2023-2024 school year.

Signature of parent or guardian

Date