



## 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.
1. 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 acknowledgement for the 2022-2023 school year.
1. All registration forms need to be submitted via email to [eecregistration@stmatthewseec.org](mailto:eecregistration@stmatthewseec.org). Applications will be accepted beginning at **7 AM** on February 9<sup>th</sup> for current families, and February 16<sup>th</sup> for new students. **Applications sent before 7AM will not be processed.**
1. 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.**
1. 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 to [eecbilling@gmail.com](mailto:eecbilling@gmail.com).)
1. **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](mailto:eecbilling@gmail.com).

**In-House registration begins at 7 AM Wednesday, February 9<sup>th</sup>.**

**New student registration begins at 7 AM on Wednesday, February 16<sup>th</sup>.**

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



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

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](http://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 1<sup>st</sup> 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. Credit Card payments will be accepted through [MyProcure.com](http://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 Mail Chimp.
9. All families will need to register for their Procure account after registration at [www.myprocare.com](http://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 2022-2023 school year.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date