CLASS PLACEMENT PROCEDURE, EMAIL PERMISSIONS, AND PAYMENT POLICIES

Below is an excerpt of the class placement procedures, email permissions and payment policies that you will find on the second page of the online application form.

Please review the below. You will be required to acknowledge and accept these as part of the online registration process.

ACCEPTANCE OF CLASS PLACEMENT PROCEDURES

THE REGISTRATION PROCESS

First*,* there are **THREE** registration periods.

- **Day 1** registration on December 9th is open for *Group 1* - students currently enrolled at MCNS who are returning next year.
- **Day 2** registration on December 10th is open for *Group 2*:
    - Applicants with a sibling currently enrolled at MCNS;
    - Alumni families (applicants with siblings, parents, and/or grandparents who graduated from MCNS) and/or
    - Members of Mamaroneck United Methodist Church
- **Day 3** registration on December 11th is open to the public *Group 3.*

Group 1 families registering on Day 1 are placed first, Group 2 families registering on Day 2 are placed next, applicants from Group 3 registering on Day 3 or afterwards will be placed thereafter. Note that Group 1 and Group 2 will maintain their respective priority placement status until 8:00 pm on December 10th, after which any such applicants will be treated as Group 3 for application purposes.

Second, applications within *Groups 1 & 2* will be sub-grouped according to our **"credit"** system. Applications will be awarded **one credit** for each of the following qualifiers **(maximum 2 credits),** with those applicants assigned more credits placed ahead of those with fewer credits:

- **1 credit** if the applicant has one or more *sibling(s) also registering at MCNS for the 2027-2028 school year*
- **1 credit** if that child has *a sibling graduating from MCNS to go on to kindergarten in 2027 or one or more* alumni relation(s) with MCNS *(sibling, parent or grandparent).*

Please note that regardless of the number of credits assigned, those in Group 1 are placed before those in Group 2, and those in Group 2 are placed before Group 3. After December 10th at 8:00 p.m., no credits will be awarded regardless of qualifiers.

Third, the **time** that the application is **submitted** online is considered. Applicants in the same sub-group with the same number of credits are ordered by application time. Earlier times are given preference.

When placing an applicant, the school retains the right at all times to take into consideration various other factors, including but not limited to the needs of the applicant, the make-up of each class, and the ages of the students applying to and enrolled at the school.

Applicants will be notified the latest by mid-January 2027 of the **program day/time** they are being offered. Applicants will **not** be notified of their specific classroom placement at this time. We do our best to accommodate your scheduling preferences, however it is not guaranteed due to restrictions on class sizes.

CLASS PLACEMENT

Class placements are made at the discretion of the Directors over the spring and summer. When assigning your child to a class, the Directors will take into consideration your child's birthday, along with teacher input and the developmental and social characteristics of your child and the makeup of the class overall. For returning students, every effort is made to place students with at least one peer or former classmate. Class placements cannot be confirmed until classes are finalized in mid to late August. At that time, you will receive a letter with your child's class placement.

EMAIL PERMISSION REQUEST

MCNS is requesting your permission to use your email address in the following capacity for communications related to the 2027-28 school year. Please note we will not share your email address with any third parties.

Please select one of the three options:

___ I give MCNS permission BOTH (1) to use my email in the classroom directory and (2) to provide my email directly to the Class Parents for communications specific to class-related events and materials.

___ I give MCNS permission ONLY to provide my email directly to the Class Parents for communications specific to class-related events and materials.

___ I DO NOT give MCNS permission to use my email as outlined above.

ACCEPTANCE OF PAYMENT PROCEDURES

I understand that in order for my application to be complete and to be processed, I must make one payment of $825.00 for each student, which represents two different fees to the school. This payment must be made via PayPal as part of this online registration process.

I understand that the $825.00 payment includes a $75.00 application-processing fee that I understand is non-refundable.

I further understand that the $825.00 payment also includes a $750.00 tuition deposit for each student that is applied toward the total tuition payment for my child for the 2027-2028 school year. If Mamaroneck Community Nursery School offers my child one of the program preferences selected on this application and I choose not to accept the spot, I understand that the $750.00 will not be refunded.

If the school is unable to offer my child one of the program preferences selected on this application, I understand that my payment of $750.00 (but not my $75 application-processing fee) will be refunded and my child will be placed on a waiting list.

Tuition payments are due on March 1, June 1 and September 1.

___ If you require a 10 month payment structure, please check this box and we will contact you to set it up.

I understand as set forth above, my tuition payments are due in equal installments on March 1, June 1, and September 1, 2027. Each time a payment is made, that payment becomes non-refundable. If, however, I withdraw my child prior to January 31, 2028, and the Director is able to fill my child's spot **in kind** (i.e., with no financial loss to the school), then I will be refunded any and all tuition payments I have made up to that point in time, with the exception of the first one-third tuition installment paid on March 1, 2027, **which under any and all circumstances is non-refundable**. If the Director is not able to fill my child's spot in kind, then any and all tuition payments will remain non-refundable. After January 31, 2028, regardless of whether the Director is able to fill my child's spot in kind, any and all tuition payments will remain non-refundable.

The school requires 30 days written notice of my intent to withdraw my child from enrollment. Thus, for the avoidance of doubt, please be advised that any notification of intent to withdraw made after January 1, 2028 will not qualify for any potential refund, as that notification would automatically result in a dismissal date beyond the January 31, 2028 deadline.