# REGISTRATION FAQs 2027-28

## APPLICATION

**Q: How do I apply to MCNS?**

**A:** All applications must be submitted online. Registration materials will be available on the website and will also be emailed to currently enrolled families and anyone else who has contacted the school to inquire about enrolling at MCNS.

**Q: Where do I obtain an application to MCNS?**

**A:** If the applicant is a currently enrolled student at MCNS who will be returning next year, you will receive an email with a link to the application and password. If the applicant has a sibling currently enrolled at MCNS, an alumni relationship with the school (sibling, parent or grandparent graduated from MCNS) or if you are a member of Mamaroneck United Methodist Church, you must contact the school and request an application to receive an email with the link to the application and password. If you do not fall into any of these categories, you may obtain the link to the application at www.mcnschool.org.

**Q: When will I receive the email with the password and link to the application?**

**A:** The school will send an email with the link to the application and password, as well as other information concerning registration, the week before registration begins.

**Q: When can I apply?**

**A:** The registration dates and times can be found on the MCNS website (www.mcnschool.org) on the home page.

**Q: What are the requirements for enrollment submission?**

**A:** There are two main components to the registration process: the application and the payment. Your application will not be considered complete unless you have submitted both. The registration payment consists of the non-refundable Application Processing Fee of $75 and a Tuition Deposit of $750 is also required at the time of registration. The Tuition Deposit will be applied to your yearly tuition.

The Application Processing Fee and Tuition Deposit (if applicable) must be paid via a PayPal account or credit/debit card (Visa, MasterCard or American Express). You will be directed to make these payments immediately after the online application is submitted.

**Q. How does MCNS determine which class my child will be placed in?**

**A:** MCNS endeavors to accommodate each family's scheduling preferences. Unfortunately, because of the large number of applications we receive and the limited number of spaces we have open, we simply cannot accommodate every applicant's preferred schedule. In order to place as many students as possible, in the fairest way possible, several factors are considered when placing students. A detailed description of MCNS's class placement procedures, including its priority and point system, is located on the MCNS website on the Registration page at the "Outline of Placement Policy, Email Sharing and Payment Policies" link.

**Q: What is the deadline to apply?**

**A:** Registration remains open throughout the school year. However, the programs fill up extremely fast and one factor in determining class placement is when the application is submitted. **Accordingly, *we strongly encourage you to submit your online application at the earliest date and time possible based on your registration group***. For more information regarding registration groups and times, please visit the home page of the MCNS website (www.mcnschool.org).

**Q: What are credits and how are they applied?**

**A:** A detailed description of MCNS's class placement procedure, including its priority and point system, is located on the Registration page of the MCNS website (www.mcnschool.org) at the "Outline of Placement Policy, Email Sharing and Payment Policies" link.

**Q: What is the significance of the time stamp?**

**A:** The time stamp is considered when placing applicants. Applicants in the same sub-group with the same number of credits are ordered by application date and time. Earlier times are given preference. **Accordingly, *we strongly encourage you to submit your online application at the earliest date and time possible based on your registration group***.

**Q: Will I have confirmation of the time stamp?**

**A:** Time stamps are applied electronically to the hour, minute and second at the time that the online application is submitted and before you are redirected to make your payment by PayPal. The time stamp is automatically sent to the Director for internal use only. Time stamps will not be shared with applicants.

**Q: Is there anything besides the credits and the time stamp that are used to determine class placement?**

**A:** When placing an applicant, MCNS 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. The school must retain discretion in making placements for the benefit of each child, each class and the program as a whole.

**Q: How many Programs/Schedules can I apply for on the online application?**

**A:** When filling out the application, you have the option to list your first and second choice(s) for your child's schedule. The second choice is optional, but may improve your chance of securing a spot if your first choice is not available. If you do not want a particular choice, please do not mark it.

**Q: When will I know if my child has been accepted?**

**A:** Applicants will be notified the latest by mid-January of the program day and 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 preference; however, it is not guaranteed due to restrictions on class sizes.

**Q: How long do I have to make a decision about accepting a spot?**

**A:** In January, if you have been offered a spot, you will receive a contract for the 2027-28 school year. At that time, you will be asked to sign the contract and return it to the school.

As a reminder, if you are offered one of your preferences and choose not to enroll, you will not receive a refund of your $750 tuition deposit.

**Q: How does the school determine which class my child will be in?**

**A:** When assigning your child to a class, the school takes 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.

**Q: When will I know what classroom my child is in?**

**A:** Class placements cannot be confirmed until classes are finalized in mid to late August. At that time, you will receive a letter from the school indicating your child's class placement.

**Q: What if I decide not to attend or need to pull my child out of school before the end of the year?**

**A:** A detailed description of MCNS's tuition and refund policy is located on the MCNS website (www.mcnschool.org) on the Registration page at the "Outline of Placement Policy, Email Sharing and Payment Policies" link.

**Q: What happens if I am on a wait list?**

**A:** The school will contact you if and when a spot opens up for your child. At that time, you may accept the spot and enroll your child or you may decline the spot.

**Q: Can I add additional days during the school year?**

**A:** Yes, if there are open spots in your child's classroom, you can contact the school and ask to add additional days during the school year. Please note however, that many of our programs are full so it may be impossible to add additional days during the year.

## CLASSES/PROGRAMS

**Q: What programs are offered?**

**A:**.A description of the programs offered at each school can be found on the MCNS website (www.mcnschool.org) on the Registration page at the "Program Description and Tuition" links.

**Q: What is the youngest age you accept into the program?**

**A:** To enroll for the 2026-27 school year, the child must have a birthdate on or before April 30, 2026.

**Q: What are the days & times of classes during the school year?**

**A:** Information regarding the times and schedules can be found on the MCNS website (www.mcnschool.org) on the Registration page at the "Program Description and Tuition" links.

**Q: If I need my child to come early or stay late, would that be possible?**

**A:** Extended Day care is available for any combination of morning sessions from 8:00-8:45 and afternoon sessions from 2:45-4:00. There is no minimum or maximum requirements. Extended Day may also be added through the school year on a regular or ad-hoc basis, space permitting in both cases.

**Q: If my child stays for the morning session only at the Nursery School, can they be picked up after the lunch session?**

**A:** No, MCNS does not offer a "lunch bunch" option. We must retain our teacher to children ratios during this period and do not have sufficient staff to cover more children for regular lunch bunch sessions.

**Q: Is there a difference between the AM and PM classes?**

**A:** The only difference between the morning and afternoon classes is the time the children are at school. The morning classes meet for 3 hours, while the afternoon classes meet for 2-1/2 hours.

The curriculum, teachers, activities and programs are the same in the morning and afternoon. However, the activities are varied throughout the week so that children enrolled for full day sessions have activities that vary throughout the day.

## TUITION/PAYMENT

**Q: What is the tuition?**

**A:** Information regarding tuition can be found on the MCNS website (www.mcnschool.org) on the Registration page at the " Program Description and Tuition" links.

**Q: What is the tuition payment schedule?**

**A:** For families who enroll**,** a tuition deposit of $750 is required when the application is submitted.

The remainder of the tuition must be paid in three equal payments due March 1st, June 1st and September 1st. To simplify collection of revenue, MCNS greatly appreciates the payment of tuition in full from those families who would like to consolidate their tuition payments into one option. If you require a different payment structure, please contact the school to make arrangements.

**Q: Are any of the fees that are submitted with the application refundable?**

**A:** The $75 Application Processing fee is not refundable. The $750 tuition deposit that is required will be refunded only if the school does not offer you one of the Program Choices selected on your application. If the school offers your child one of the Program Choices requested, and you do not to accept the spot, the $750 will not be returned.

**Q: Do you offer any tuition or financial assistance?**

**A:** There is a 10% tuition reduction for a second and third child from the same family enrolled in a program at either location during the same school year. All reductions are on the lowest tuition and on the last payment. If your family needs an alternate tuition payment structure, please contact the school.

**Q: What does participating vs. non-participating mean?**

**A:** Parents of children in the 3's, 4'sand 5's Programs have the option of participating on a regular basis in the classroom. "Helping Parents" have the unique opportunity to:

- Observe their own child in a structured group setting.
- Support the social-emotional development of their child by forming special relationships with their child's peers and teachers.
- Experience the school's educational philosophy that is centered around "learning through play."

Parents are scheduled to be in the classroom an average of one half day a month and bring a simple snack for that day. Parents, grandparents, and caregivers are welcome to participate. Non-participating families pay a supplemental tuition to cover the cost of a snack and teacher substitutes.

## TECHNICAL

**Q: Do I have to pay the application fee and deposit via PayPal? What if it doesn't work**?

**A:** You must pay the application fee via your PayPal account or via your credit card. If it does not work, please contact PayPal directly for technical assistance. You can also contact the school to make us aware of your PayPal issues. Note that your time stamp is registered when you submit your application form, not when you complete payment.

**Q: What if I don't have a PayPal Account? Can I drop off my payment to the school office?**

**A:** All required application payments ($75 application fee and $750 tuition deposit) must be made online during the application process. If you do not have a PayPal account, you can pay the application fee and tuition deposit via your credit card (Visa, MasterCard and American Express are accepted).

**Q: I can't submit my application, what do I do?**

**A:** Please try clearing your browser history cookies and cache, then try again. If you are still having trouble, try using a different browser, but first clear the browser history cookies and cache before trying again.

**Q: What if I made a mistake on the form?**

**A:** If the mistake is on a previous page, please use the Previous Button on the bottom of the form. Do not use the back button on your browser to return to the previous page to change the answer or selection**.**

**Q: My payment wasn't accepted, what do I do?**

**A:** Please retry with another payment method. PayPal also accepts credit card payments in addition to instant PayPal Account payment type. If you are still unsuccessful please contact PayPal and find out why the checkout cannot be completed. Note that your time stamp is registered when you submit your application form, not when you complete payment.

Do not push the back button to go back to your form if you are having difficulty with PayPal. Your form is already submitted at that point.

**Q: Can I fill out my form in advance and save the information?**

**A:** Unfortunately, the application is not available outside the noted enrollment periods.

Please contact preschool@mcnschool.org with any questions