Registration Packet
2026-2027 School Year

Registration Process

For each child, bring one completed copy of the attached registration form, Tuition Express form, and a check for **Tuition Payment 1 + $225 Registration Fee. If you are already enrolled in Tuition Express you do not need to bring an additional check, you will be charged Tuition Payment 1 and $225 Registration fee through Tuition Express.**

- Registrations will be processed as they are received and can be emailed to info@eccpreschool.com or dropped off at the office. See the Registration Schedule of this packet for more information.

- **Tuition Payment 1 and the $225 Registration Fee are non-refundable once your child is placed.** You will be notified by email once your child is placed. In the event that we are unable to place your child, your payment will not be processed.

- Tuition Payment 1, or a portion thereof, is refundable **only in the following limited circumstances**:

  o Full refund: If withdrawal of your child is due to your child needing early childhood intervention services provided by Montgomery County, including but not limited to PEP, Child Find, or preK-3 enrollment, Tuition Payment 1 will be refunded.

  o Partial refund: If your child was placed or enrolled in both morning classes and Afternoon Adventures and you withdraw from Afternoon Adventures due to your child needing early childhood intervention services provided by Montgomery County, including but not limited to PEP, Child Find, or preK-3 enrollment, the Afternoon Adventures portion of Tuition payment 1 will be refunded.

- **Class Assignment:** ECC attempts to balance classes according to age, gender, and developmental level. Therefore, when class lists are being finalized, we reserve the right to amend your child's placement in consultation with parents.

- **Wait Lists:** As each class is filled, names will be taken for a Wait List. There is no charge to have your child's name placed on the Wait List.

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General Information

- **Program Details:** ECC offers preschool classes for children ages 2 to 5, with small class sizes and flexible schedules. Information about our programs can be located at https://www.eccpreschool.com/programs.

  o **Morning Classes:** Morning classes run from 9:00am to 12:20pm.

  o **Afternoon Enrichment:** Afternoon Adventures is an afternoon enrichment program that runs from 12:20pm to 3:00pm. It encourages hands-on exploration of interesting topics including science, art and literacy. Children wishing to enroll in Afternoon Adventures must be attending one of our morning classes. A short rest time, about 30 minutes, is provided during the afternoon program and is included in the fee.

  o **Early Birds:** Early drop-off starting at 8:15am is available. Mixed age-level children play under the care of an ECC staff member until class begins at 9:00 am. The cost is $25 per morning. The full fee applies regardless of what portion of the 45 minutes is used—*fees are not prorated.*

- **Class Size:** ECC is proud to have low teacher/child ratios in its classes. Class size is not only determined by the size of the physical space, but also class makeup and age of the children.

- **Calendar:** ECC closely follows the Montgomery County Public School calendar for breaks and closings. The 2025-2026 school year calendar will be released Spring 2025.

- **Summer Program:** ECC offers an optional Summer Program from mid-June through the end of June. Program information will be made available by the end of February 2025.

- **Information Sharing:** Please note that the family's mailing address, phone, email address, parent's and child's name along with child's birth date will be shared with other ECC families in the form of a class list/directory. Email addresses will be added to the school listserv in order to maintain good communication between the school and your family. Parents are reminded that this information is to be used only for ECC business and not for other solicitations.

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2026-2027 Registration Schedule

ECC student registration schedule for 2026-2027 is outlined below. **This year we encourage families to use the email option for registration.** If you would prefer not to email the Tuition Express form with a copy of a check, you may drop the Tuition Express information off anytime the week of your registration, in the locked, black mailbox at the ECC front door. Registrations will be processed the day they are received and can be emailed to info@eccpreschool.com or dropped off at the office. **In-person registration will be held at 100 Welsh Park Drive, Rockville, Maryland outside of Building 2**. If you opt for in-person registration, please form a line, along the sidewalk when you arrive. **Emailed registration may be emailed to info@eccpreschool.com beginning at 8:30am.**

- *Tuesday, January 27 - Friday, January 30, 2026 8:30 am – 1:00 pm:* **Current Families**
  In-person and email registration for current ECC students and their siblings.
  Mailed registration will be processed after all *current* emailed and in-person registration is complete.

- *Thursday, January 29 - Friday, January 30, 2026 8:30 am – 1:00 pm:* **Former and Returning Families**
  In-person and email registrations for former families and returning students.
  Mailed registration will be processed after all emailed and in-person registration is complete

- *Monday, February 2, 2026- 8:30 am– 1:00 pm:* **New Families**
  In-person and email registrations for new students.
  Mailed registration will be processed after all emailed and in-person registration is complete.

Inclement weather schedule
In the event that ECC is closed or has delayed openings on days scheduled for registration only email registration will be accepted on those days, in-person registration will proceed on the next day classes run on a regular schedule.

Class Notification
ECC will notify families of student class placement no later than Wednesday, February 11 at 3pm via email. If for some reason, families do not receive an email, you can call the office or email on Thursday, February 12 starting at 8:30am. If inclement weather disrupts the registration schedule, notification may be delayed. We will communicate with families as much as possible if such a situation arises.

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Tuition

- Tuition Payment 1 is due at registration. You may choose a tuition payment plan for the remaining school year tuition.

  9 equal monthly payments due the first of the month, August-April
  4 equal payments due August 1, October 1, January 1, and March 1
  1 payment due August 1

- **Sibling Tuition Rate:** When registering more than one child from the same family, the older child will be charged full tuition. Each child, thereafter, will receive a 5% discount in tuition.

- **Unitarian Universalist Congregation of Rockville (UUCR) Discount:** Members of UUCR will receive a 5% discount in tuition for one child in the family. When registering more than one child in the same family, the discount will apply only to the younger child. We will not be able to combine with sibling discount.

- There are no additional fees. Supplies and all other fees for each child are included in the registration and tuition payment plan.

PRICING 2026-2027 SCHOOL YEAR
10 EQUAL PAYMENTS

	9:00am – 12:20pm Morning Class Only	9:00am – 3:00pm Morning Class with Afternoon Adventures
Tuesday/Thursday	$438	$784
Monday/Wednesday/Friday	$630	$1180
Monday – Friday	$998	$1820
Monday-Friday Morning with Tuesday/Thursday Afternoon Adventures		$1389
Monday-Friday Mornings with Monday/Wednesday/Friday Afternoon Adventures		$1558

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Registration Form
2026-2027 School Year

Please complete one form per child

| Office use only   Registration #_____ |

<u>DESIRED CLASS</u>: (Please select)

Morning Class Preference: Monday – Friday   Monday/Wednesday/Friday   Tuesday/Thursday

Afternoon Adventures: Monday – Friday   Monday/Wednesday/Friday   Tuesday/Thursday

<u>STUDENT INFORMATION</u>:

Child's First Name_____ Child's Last Name_____ Nickname_____

Gender _____ Child's Date of Birth_____

☐ Current ECC Student   ☐ New Student   ☐ Sibling of Current Student   ☐ Sibling of Former Student

<u>FAMILY INFORMATION:</u>

Parent/Guardian 1_____Parent/Guardian 2_____

Parent/Guardian1 Mailing Address_____

Parent/Guardian2 Mailing Address (if different than above) _____

Parent/Guardian 1 Phone: H_____W_____C_____

Parent/Guardian 2 Phone: H_____W_____C_____

Parent/Guardian1 E-mail Address (to be included in parent listserv) _____

Parent/Guardian2 E-mail Address (to be included in parent listserv) _____

Attached is a non-refundable payment that includes $225 Registration fee plus Tuition Payment 1.

- Registration Fee and Tuition Payment 1 are non-refundable and non-transferable. _____ *(initial)*
- I understand that this registration for enrollment is non-binding, and is not a guarantee of placement for my child at ECC. In the event you withdraw before the school year begins, you must notify ECC with written withdrawal before July 1 to not be responsible for your August 1 Tuition Payment. _____ *(initial)*
- ECC reserves the right to dismiss any child for whom we are unable to meet the child's needs. _____ *(initial)*
- **Paying with Tuition Express:** I authorize ECC to charge Tuition payment 1 and Registration Fee for the 2026-2027 school year. _____ *(initial)*

By signing the application below, I understand that parent/guardian names, mailing address, email address. phone numbers, and child's name and date of birth will be distributed to ECC families in the form of a class list/directory. If you would like to exclude some or all of your family information, please indicate below what you would like excluded. In addition, all parent email addresses will be added to the parent listserv so that you may receive office communications. Please exclude the following information (note if any):_____

_____
PARENT/GUARDIAN SIGNATURE   DATE

Were you referred by a current or former ECC family? Referred by _____

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