



## **Early Childhood Center, Inc.**

100 Welsh Park Drive, Rockville, MD 20850 301-424-8065 www.eccpreschool.com

### **Registration 2016-2017**

ECC student registration for the 2016-2017 School Year is outlined below. Registrations will be processed in the order in which they are received and can be dropped off in the office.

#### **Registration for All Families (returning and new):**

- For each child, bring one completed copy of the attached registration form and a check for **June's Advance Tuition + \$60 Registration Fee**. Please mark 1<sup>st</sup> and 2<sup>nd</sup> preferred days. Please also include one copy of the mandatory family service commitment form.
- **Neither June's Advance Tuition or the \$60 Registration Fee is refundable under any circumstances, once your child is placed.** In the event that we are unable to place your child, your check will be refunded.
- 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.
- Please note that the family's mailing address, home phone, email address, parent's and child's name along with his/her 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.

#### **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.

## **2016-2017 Registration Schedule**

ECC student registration schedule for 2016-2017 is outlined below. Registrations will be processed in the order in which they are received and can be dropped off at the office. **In-person registration will be held at 100 Welsh Park Drive Building 2, Rockville, Maryland.** Please form a line along the sidewalk if you arrive earlier than 8:30am.

- **Monday, January 25, 2016- Friday, January 29, 2016 8:30 am – 1:00 pm : Current and Former Families**  
In-person registration for current ECC students and their siblings.  
Mailed registration will be processed after all *current* in-person registration is complete.
- **Monday, February 1, 2016- Friday, February 5, 2016 8:30 – 1:00 pm: New Families\***  
In-person registrations for new students.  
Mailed registration will be processed after all in-person registration is complete.

### **Inclement weather schedule:**

In the event that ECC is closed or has delayed openings on days scheduled for registration, registration will proceed on the next day classes run on a regular schedule.

### **Class Notification**

ECC will notify families of student class placement by Friday, February 26 at 3 pm via email. If for some reason, families do not receive an email, they can call the office or email on Monday, February 29 starting at 8:30 am. 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.

*The Early Childhood Center admits students of any race, color, religion, national and ethnic origins to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.*



# Early Childhood Center

## Where We Play to Learn \* Established 1970

### Classes 2016-2017

*Classes start at 9 am and end at 12:20 pm or 3:00 pm*

#### Two-Year-Old Programs

2 by September 1, 2016  
Class size: 8-10\*

#### **Bluebirds**

Tuesday/Thursday

#### **Stars**

Tuesday/Thursday

#### **Ducks**

Monday/Wednesday/Friday

#### Three-Year-Old Programs

3 by September 1, 2016  
Class size: 10\*

#### **Goldfish**

Tuesday/Thursday

#### **Ducks**

Monday/Wednesday/Friday

#### **Butterflies**

Monday/Wednesday/Friday

#### Four-Year-Old Programs

4 by September 1, 2016  
Class size: 10-16\*

#### **Explorers**

Monday/Wednesday/Friday

#### **Owls**

Monday-Friday

\* 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.

### PRICING 2016-2017 SCHOOL YEAR

	9 am – 12:20 pm Morning Class Only	9 am – 3 pm Morning Class with Afternoon Adventures
Tuesday/Thursday	\$355	\$575
Monday/Wednesday/Friday	\$497	\$827
Monday – Friday	\$740	\$1290
Monday-Friday Morning with Tuesday/Thursday Afternoon Adventures		\$960
Monday-Friday Mornings with Monday/Wednesday/Friday Afternoon Adventures		\$1070
Early Birds      8:15am -9:00am		\$10/morning

## Tuition

- **There are 10 equal monthly tuition payments paid August 1, 2016-April 1, 2017.**
- **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.
- **A \$90 non-refundable supply fee for each child will be due on August 1 with the first tuition payment. All applicants, regardless of entry date, will be charged the full \$90 fee for supplies.**

## Early Birds: 8:15 am – 9:00 am

- **Cost is \$10 per morning** for regular attendees who sign up in advance.
- The fee for drop-ins or occasional users will be \$10 per morning. *Full fee applies regardless of what portion of the 45 minutes is used—fees are not prorated.*
- Mixed age-level children play under the care of an ECC staff member until class begins at 9:00 am.
- **Two-year-old children may participate only after their transition period to school has ended.**

## Afternoon Enrichment

**Afternoon Adventures** is an afternoon enrichment program that 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 will be provided from 12:30 – 1:00 p.m. prior to the afternoon program and is included in the fee.

## Calendar

- ECC closely follows the Montgomery County Public School calendar for breaks and closings. Please see the ECC calendar on the website.

## Summer Program

- Optional six-week **Summer Program** will be available mid June-July. Please check our website for registration information, program dates and prices.



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**Office use only**

Registration # \_\_\_\_\_  
 Tuition Due \_\_\_\_\_  
 Registration Fee **\$60.00**  
 Amount Paid \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Check date \_\_\_\_\_

**Registration Form\* for School Year 2016 – 2017**  
 (Use one form per child)

**Desired Class:** (Please circle)

Day Preference #1 Monday – Friday \_\_\_\_\_ Monday/Wednesday/Friday \_\_\_\_\_ Tuesday/Thursday \_\_\_\_\_

Day Preference #2 Monday – Friday \_\_\_\_\_ Monday/Wednesday/Friday \_\_\_\_\_ Tuesday/Thursday \_\_\_\_\_

Afternoon Adventures: Monday-Friday \_\_\_\_\_ Monday/Wednesday/Friday \_\_\_\_\_ Tuesday/Thursday \_\_\_\_\_

**Student Information:**

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 \_\_\_\_\_

**Family Information:** (If you are a returning family, you only need to complete "Family Information" section if your information changed.)

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 check that includes \$60 Registration fee plus June's Advance Tuition. Registration fees and June's Advance Tuition are non-refundable. \_\_\_\_\_ (initial) I understand that this registration for enrollment is non-binding, and is not a guarantee of placement for my child at ECC. ECC reserves the right to dismiss any child for whom we are unable to meet his/her needs. \_\_\_\_\_ (initial)

\*By signing the application below, I understand that parent/guardian names, mailing address, email address, home 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. Thank you!

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Please exclude the following information (note if any): \_\_\_\_\_

*The Early Childhood Center admits students of any race, color, religion, national and ethnic origins to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.*



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### Mandatory Family Service Commitment Form

(This form is required to complete your registration. Use one form per family)

After completing the first phase in 2015, the Early Childhood Center is now in its second phase of remodeling and updating the 40+ year old facilities. Last summer, we upgraded to our beautiful new cubbies, new floors, new paint in the hallways, bathroom, office, and annex as well as new cabinetry in the Owls classroom and office. This summer we anticipate painting and upgrading the cabinetry, furniture, and circle time carpets in the classrooms.

The ECC community is so thankful to everyone who gave their time and support to make this past summer's renovations possible. We will need even more support this summer to successfully complete these upgrades. To that end, each family that registers at ECC this year is required to make a commitment to support our renovation projects this summer. We know that different families have different time or financial constraints, so we are providing several options for how you can complete your family commitment. The commitment level required for each family is the same, even if you have more than one child registered at ECC.

We will have schedules of service opportunities available before the start of the summer, including both weekday and weekend times. To the extent possible, we will try to offer childcare during service times. Together, our community will make the ECC building look as vibrant and fun as the children and teachers inside of it.

Family Last Name(s) \_\_\_\_\_

First Names of Enrolled Children \_\_\_\_\_

**Please initial the box below to indicate how your family will fulfill the mandatory commitment to support the ECC Renovation Project.**

\_\_\_\_\_ Our family commits to completing a total of **eight (8) service hours** during the summer of 2016. If the hours are not completed by September 2016, I understand that a fee of \$100 (or the appropriate pro-rated amount) will be due on September 1, 2016.

\_\_\_\_\_ Our family commits to completing a total of **four (4) service hours** and paying a **\$50 service fee**, due Sept. 1, 2016. If the hours are not completed before the start of the school year, I understand that a full fee of \$100 (or the appropriate pro-rated amount) will be due on Sept. 1, 2016.

\_\_\_\_\_ Our family commits to paying a **\$100 service fee**, due Sept. 1, 2016, in lieu of completing service hours.

### Optional Giving Tree Campaign Participation

In order to complete the renovations this summer, ECC will need to raise upwards of \$15,000 this year. With contributions from last summer and proceeds from Fall Festival, we have already raised more than \$3,000. But we need your support to raise the rest. To achieve that, ECC has launched a Giving Tree Campaign. Every family who donates \$100 or more will be recognized on a permanent Giving Tree installation in the ECC building hallway. Our goal is to be able to post a leaf for each child in the ECC community—including current and former students! Imagine your child's delight each morning when she (or he) sees her name in the leaves of the ECC Giving Tree

\_\_\_\_\_ (Optional) In addition to the service hours, our family would like to participate in the **ECC Giving Tree Campaign**. Please accept our (circle one) **donation / pledge** of \$\_\_\_\_\_. Please recognize my child on the tree as follows:

\_\_\_\_\_