

COLONIAL SCHOOL AGE PROGRAMS

Dear Prospective Families,

Thank you for your interest in Montgomery Early Learning Centers' Colonial School Age Programs. Our programs offer before and after school care for children in kindergarten through 5th grade in the Colonial School District.

Enclosed in this packet you will find:

- 2017-2018 School Age Programs Application
- 2017-2018 School Age Tuition Information
- Common FAQs about our programs, locations, and schedule
- Additional Days Policy

Due to the overwhelming interest in our programs, there are some important deadlines to be mindful of when applying:

- Applications and \$25 application fee can be turned in starting February 1
- April 6: MELC will begin notifying families that they are enrolled into the program or placed on waitlist

To apply, please complete the enclosed application form and return it along with the application fee to:

Montgomery Early Learning Centers
466 Germantown Pike
Lafayette Hill, PA 19444

Should you have any questions upon reviewing the enclosed information or you would like to schedule a visit to one of our centers, please feel free to call us at (610) 828-1785. We hope to see you at MELC!

Sincerely,

Gina Pileggi
Director, MELC Colonial School Age Programs
gpileggi@melc.org





MELC USE ONLY:

Received By: _____ New: Change: Termination:

Date Received: _____ Date Effective: _____

COLONIAL SCHOOL AGE PROGRAMS

Elementary School:	Grade as of Sept. 2017:	Desired Start Date:	
Child's Name:	Gender:	Birth Date:	
Address Where Child Resides: Street:	City:	State:	Zip:
Child Resides With: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (Please Specify) _____		Primary Language Spoken at Home:	

Parent/Guardian 1 Information

Name:	Home Phone Number:	Cell Phone Number:	
Email Address:	Employer/Workplace:		
Work Address:			Work Phone Number:
Home Address: Street:	City:	State:	Zip:

Parent/Guardian 2 Information

Name:	Home Phone Number:	Cell Phone Number:	
Email Address:	Employer/Workplace:		
Work Address:			Work Phone Number:
Home Address: Street:	City:	State:	Zip:

Please check the days needed for each program type. (Minimum of 3 days/week)

Before School Care Program (7:00am - 9:00am)	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
After School Care Program (3:20pm - 6:00pm)	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Does your child have an IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you have CCIS? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please briefly describe any special needs, disabilities, or allergies of your child. (Continue on back if needed)

Application Fee: \$25 per child at time of Application // **Enrollment Fee: \$50 per family** at time of Enrollment (Both Application and Enrollment Fees are Non-refundable)

ENROLLMENT FEE IS WAIVED IF A SIBLING IS CURRENTLY ENROLLED.

Sibling Name: _____ **Program:** _____

MAIL TO: MONTGOMERY EARLY LEARNING CENTERS

466 Germantown Pike
Lafayette Hill, PA 19444

Please be advised that completion of this application is not a guarantee of placement in our program. Once your application has been received, we will notify you if placement for your child is available.

Signature of Parent or Guardian: _____ **Date:** _____

COLONIAL SCHOOL AGE PROGRAMS

2017-2018 School Age Tuition Schedule

Rates are based on a full time, 5 days/week schedule	Before School Care ONLY	After School Care ONLY	Before and After School Care*
Total Yearly Tuition	\$2,750	\$4,100	\$4,850
10 Monthly Payments Of	\$275	\$410	\$485

*Additional Days are included in Before and After Care tuition only. See Additional Days policy for details.
 Priority is given to enrollment for full time care. MELC requires minimum service of 3 days per week.
 Tuition is charged for ALL contracted days, regardless of attendance.
 Monthly payments are due prior to the 1st of the month beginning September 1, 2017.
 Service may be terminated if payment is not received in advance of service.

Discounts

Advance payment discount

5 months paid Save 1.5%
 10 months paid Save 3%

Sibling discount

10% discount by type of service for older siblings
 who are enrolled full-time

Fees are subject to rate increase, regardless of advance payment.
 30-day advance notice will be given.

Additional Information

Escrow policy	An initial deposit, equal to one month tuition, must be paid in full at time of enrollment. This deposit will be held in escrow throughout the course of service. A withdrawal notice of one month must be given for escrow to be returned.
Application fee	Non-refundable charge of \$25 per child at time of application
Enrollment fee	Non-refundable charge of \$50 per family at time of enrollment
Late payment fee	\$25
Change in contracted schedule fee	\$25 per change

All fees are subject to change.
 We accept families funded through Child Care Information Services (CCIS).

COLONIAL SCHOOL AGE PROGRAMS

What is the Before School program?

What do children do before school?

MELC's Before School program is designed to provide a relaxed and calm atmosphere where independence and choice are encouraged. During the morning hours some children may need the time to relax in preparation for transition to the classroom, some children may need to put finishing touches on their homework, while others may want to socialize with their friends.

What are the Before School program hours?

Our Before School program begins at 7:00am and continues until 8:55am.

Is breakfast provided?

Breakfast is served until 8:40am. Breakfast usually includes cereal, bagel or muffin along with milk and juice.

What are the After School program hours?

Our After School program begins promptly when school ends. We close at 6:00pm.

What do children do in the After School program?

Once the children have arrived, attendance is taken and the class usually breaks into age-appropriate groups. There is snack time, homework time, outside or gym time and an activity that is theme-related in which all children are encouraged to participate.

What is homework time?

Each After School program will provide time for supervised homework. This homework period is not meant to replace a regularly established study and homework time at home, when parents/guardians can review school assignments with their child.

Do you provide care on early dismissals and teacher's in-service days?

Yes. See Additional Days policy for details.

Is care available during spring and winter break?

Yes, it is available, although we are closed for certain days during that time. See Additional Days policy for details.

What about the teacher-student ratio?

We are licensed by the Department of Human Services and meet the required ratio of 1 teacher to every 12 students.

MELC COLONIAL ADDITIONAL DAYS POLICY

Before and After Care

During the school year, children enrolled full time in our Before and After Care option will have Additional Days care included in their tuition fee. Children enrolled part time should inquire about Additional Days care. Additional Days are offered on days when the school district has early dismissal or a full day of no classes but MELC provides care.

Families will receive an email from the Center Director approximately three weeks prior to the Additional Days that will include a link to an online care request form. This online form must be submitted by the deadline given in the email. All Before and After Care enrolled children whose form is received by the deadline are guaranteed to receive Additional Days care at no additional charge.

Before Only or After Only Care

The Additional Days are not included in the Before Only or After Only tuition fee. If room allows, children enrolled in Before Only or After Only care can attend Additional Days at an additional cost. The cost is \$15 on Early Dismissal days and \$30 on Full Days. Part time enrolled children should inquire about Additional Day fees. All requests will be confirmed on a first request, first serve basis via email.

When these spaces become available, MELC will send an email requesting families to sign up online that will include a link to an online care request form. We will then confirm your spot and you will be billed based on your confirmation, not attendance.

