



## JENKINTOWN SCHOOL AGE PROGRAM

Dear Prospective Families,

Thank you for your interest in Montgomery Early Learning Centers' Jenkintown School Age Program. Our program offers before and after school care for children in kindergarten through 6th grade in the Jenkintown School District.

Enclosed in this packet you will find:

- 2017-2018 School Age Program Application
- 2017-2018 School Age Tuition Information
- Common FAQs about our program, location, and schedule

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

Montgomery Early Learning Centers  
c/o Jenkintown Elementary School  
325 Highland Avenue  
Jenkintown, PA 19046

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 (215) 886-3528. We hope to see you at MELC!

Sincerely,

Cheryl Hertneck  
Director, MELC Jenkintown School Age Program  
[chertneck@melc.org](mailto:chertneck@melc.org)





MELC USE ONLY:

Received By: \_\_\_\_\_ New:  Change:  Termination:

Date Received: \_\_\_\_\_ Date Effective: \_\_\_\_\_

## JENKINTOWN SCHOOL AGE PROGRAM

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)

<b>Before School Care Program (7:00am - 8:15am)</b>	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<b>After School Care Program (3:00pm - 6:00pm)</b>	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<b>Does your child have an IEP?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Do you have CCIS?</b> <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  
c/o Jenkintown Elementary School  
325 Highland Avenue  
Jenkintown, PA 19046

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:** \_\_\_\_\_

## JENKINTOWN SCHOOL AGE PROGRAM

### 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	\$3,040	\$4,575	\$4,950
10 Monthly Payments Of	\$305	\$455	\$495

The above fees include care for Additional Days (scheduled school closings).  
 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 1<sup>st</sup> 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

<b>Escrow policy</b>	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. <b>A withdrawal notice of one month must be given for escrow to be returned.</b>
<b>Application fee</b>	Non-refundable charge of \$25 per child at time of application
<b>Enrollment fee</b>	Non-refundable charge of \$50 per family at time of enrollment
<b>Late payment fee</b>	\$25
<b>Change in contracted schedule fee</b>	\$25 per change

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

## **JENKINTOWN SCHOOL AGE PROGRAM**

### **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 your child's school opens.

#### **Is breakfast provided?**

Breakfast is served until 8:00am. 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 a 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, care is available on ½ days and teacher's in-service days.

#### **Is care available during spring and winter break?**

Yes, care is available during holiday breaks, however MELC is closed for certain days during that time. The specific days can be found on the holiday/closing schedule provided upon enrollment.

#### **What is 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.