



## WYNNEWOOD CENTER BEFORE AND AFTER SCHOOL PROGRAM

Dear Prospective Families,

Thank you for your interest in Montgomery Early Learning Centers' Wynnewood Center Before and After School Program. Our program offers before and after school care for children in grades K-5.

Enclosed in this packet you will find:

- 2019-2020 Before and After School Program Application
- 2019-2020 Before and After School Tuition Information
- Before and After School Program FAQs
- Additional Days Policy

To apply, please complete the enclosed application form and return it along with the \$25 application fee to:

Montgomery Early Learning Centers  
Wynnewood Center  
230 Haverford Road  
Wynnewood, PA 19096

Should you have any questions upon reviewing the enclosed information or you would like to schedule a tour, please feel free to call us at (610) 658-8601. We hope to see you at MELC!

Sincerely,

Stephen Cotilus  
Director, Wynnewood Center  
[scotilus@melc.org](mailto:scotilus@melc.org)



MELC USE ONLY:

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

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

## WYNNEWOOD CENTER BEFORE AND AFTER SCHOOL PROGRAM

Elementary School:	Grade as of Sept. 2019:	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 select the program(s) needed.

Before School Care Program (7:00am - 9:00am)	<input type="checkbox"/>
After School Care Program (3:30pm - 6:00pm)	<input type="checkbox"/>

Does your child have an IEP?  Yes  No      Do you have ELRC?  Yes  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  
230 Haverford Road  
Wynnewood, PA 19096

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

## WYNNEWOOD CENTER BEFORE AND AFTER SCHOOL PROGRAM

### 2019-2020 Before and After School Program Tuition Schedule

Rates are based on a full time, 5 days/week schedule	Before School Care ONLY	After School Care ONLY	Before & After School Care
Total Yearly Tuition	\$3,000	\$4,500	\$5,900
10 Monthly Payments Of	\$300	\$450	\$590

For Additional Days of Care, please see enclosed policy.  
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, 2019.  
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. (Due after confirmation.)
<b>Late payment fee</b>	\$25
<b>Change in contracted schedule fee</b>	\$25 per change
<b>Convenience Fee</b>	There will be a 3% Convenience Fee added on to all credit or debit card payments

All fees are subject to change.  
We accept families funded through Early Learning Resource Center (ELRC)

## WYNNEWOOD CENTER BEFORE AND AFTER SCHOOL 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 9:00am.

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

Breakfast is served until 8:30am. 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 opportunities to engage in interest areas and clubs.

### **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.

### **What curriculum is used in the program?**

MELC uses *Second Step* social emotional curriculum in the Before and After School program.

### **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.

## WYNNEWOOD CENTER BEFORE AND AFTER SCHOOL PROGRAM

Families will receive an email from the Center Director two weeks prior to the Additional Days of Care offered that will include a link to an online care request form. This online form must be submitted by the deadline provided in the email.

### Full Day Closures

MELC will offer full day care from 7:00am-6:00pm.

- Kindergarten-5<sup>th</sup> grade enrolled in both Before and After Care: Included in Tuition.
- Enrolled in Before Care only, After Care only, or Enrichment Only services: \$35.00 fee/per child/per day

### Half Day

MELC will offer half day care from dismissal until 6:00pm.

- 1st-5th grade and Kindergartners enrolled in Before and/or After Care: Included in Tuition.
- AM Enrichment Only families will have care from 8:30am-4:00pm: Included in Tuition.
- PM Enrichment Only families will have care from dismissal until 4:00pm: Included in Tuition.

### Conference Days

On scheduled Conference Days, Kindergartners should follow the Full Day Closure policy.  
1st -5th graders should follow the Half Day policy.

\*Please see MELC's 2019-2020 Closing and Holiday Schedule for days MELC will be closed during the year.