

WYNNEWOOD CENTER KINDERGARTEN ENRICHMENT PROGRAM

Dear Prospective Families,

Thank you for your interest in Montgomery Early Learning Centers' Wynnewood Center Kindergarten Enrichment Program. Our program offers before and after school care for children in grades K-5, as well as Kindergarten Enrichment to complement half-day kindergarten programs.

Enclosed in this packet you will find:

- 2019-2020 Kindergarten Enrichment Application
- 2019-2020 Kindergarten Enrichment Tuition Information
- Kindergarten Enrichment Program 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





MELC USE ONLY:

Received By: _____ New: Change: Termination:

Date Received: _____ Date Effective: _____

WYNNEWOOD CENTER KINDERGARTEN ENRICHMENT 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.

Kindergarten Enrichment (Morning or Afternoon)	<input type="checkbox"/>
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? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have ELRC? <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
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 KINDERGARTEN ENRICHMENT PROGRAM

2019-2020 Kindergarten Enrichment Tuition Schedule

Rates are based on a full time, 5 days/week schedule	Kindergarten Enrichment	Enrichment Before Care ONLY	Enrichment After Care ONLY	Enrichment Before and After Care
Total Yearly Tuition	\$5,550	\$1,350	\$2,150	\$3,350
10 Monthly Payments Of	\$555	\$135	\$215	\$335

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 1st 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

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. (Due after confirmation.)
Late payment fee	\$25
Change in contracted schedule fee	\$25 per change
Convenience Fee	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 KINDERGARTEN ENRICHMENT PROGRAM

What is Kindergarten Enrichment?

MELC's Kindergarten Enrichment Program complements a half day kindergarten program, providing a continuous day of education and care. Kindergarten Enrichment is offered in a morning session or afternoon session.

Where is Kindergarten Enrichment held?

Kindergarten Enrichment is held at MELC's Wynnewood Center located at 230 Haverford Road in Wynnewood, right near the Penn Wynne Elementary School.

When do children eat lunch?

Regardless of which session your child is in, they will have lunch during the Kindergarten Enrichment program. MELC's Wynnewood Center is a nut-free facility.

What curriculum is used in Kindergarten Enrichment?

MELC uses *The Creative Curriculum* in Kindergarten Enrichment, and *Second Step*, a social emotional curriculum in the Before and After School Program.

***Since the Penn Wynne Elementary School is only 1/2 a block away from MELC's Wynnewood Center, the children will not ride a bus, but will be escorted back and forth by MELC's teachers.**



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 KINDERGARTEN ENRICHMENT 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 and Conference Day Closures

MELC will offer full day care from 7:00am-6:00pm for \$35.00 fee/per child/per day.

-Families enrolled in Before and After Care will have full day care included in tuition.

Half Day – AM Enrichment

- Enrichment Only families will have care from 8:30am-4:00pm: Included in Tuition.

- Enrichment and Before Care families will have care from 7:00am-4:00pm: Included in Tuition.

*Families will be responsible for dropping off and picking up directly from the Wynnewood Center on Half Days.

Half Day – PM Enrichment

-Enrichment Only families will have care from dismissal until 4:00pm: Included in Tuition

-Enrichment and After Care families will have care from dismissal until 6:00pm: Included in Tuition

*Families will be responsible for pick up at the Wynnewood Center on Half Days.

*Please see MELC's 2018-2019 Closing and Holiday Schedule for days MELC will be closed during the year.