



Early Childhood Center, Inc.

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

Registration 2020-2021

ECC student registration for the 2020-2021 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 **Tuition Payment 1 + \$60 Registration Fee**. **If you are enrolled in Tuition Express you do not need to bring an additional check, you will be charged Tuition Payment 1 and \$60 Registration fee through Tuition Express.**
- Tuition Payment 1 and the \$60 Registration Fee are non-refundable once your child is placed. You will be notified by email once your child is placed. In the event that we are unable to place your child, your check will be returned.
 - Tuition Payment 1, or a portion thereof, is refundable only in the following limited circumstances:
 - Full refund: If withdrawal of your child is due to your child needing early childhood intervention services provided by Montgomery County, including but not limited to PEP, Child Find, or preK-3 enrollment, Tuition Payment 1 will be refunded.
 - Partial refund:
 - If your child was placed or enrolled in both morning classes and Afternoon Adventures and you withdraw your child from both morning classes and Afternoon Adventures, you will be refunded only the Afternoon Adventures portion of Tuition Payment 1.
 - If your child was placed or enrolled in both morning classes and Afternoon Adventures and you withdraw from Afternoon Adventures due to your child needing early childhood intervention services provided by Montgomery County, including but not limited to PEP, Child Find, or preK-3 enrollment, the Afternoon Adventures portion of Tuition payment 1 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.

2020-2021 Registration Schedule

ECC student registration schedule for 2020-2021 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 27 - Friday, January 31, 2020 8:30 am – 1:00 pm : Current Families**
In-person registration for current ECC students and their siblings.
Mailed registration will be processed after all *current* in-person registration is complete.
- **Thursday, January 30 - Friday, January 31, 2020 8:30 – 1:00 pm: Former Families**
In-person registrations for new or returning students.
Mailed registration will be processed after all in-person registration is complete
- **Monday, February 4- Friday, February 7, 2020 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 no later than Tuesday, February 18 at 3 pm via email. If for some reason, families do not receive an email, they can call the office or email on Wednesday, February 19 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.

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.

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.

Tuition

- **Tuition Payment 1 is due at registration. You may choose a tuition payment plan for the remaining school year tuition.**
 - 9 equal monthly payments due the first of the month, August-April
 - 4 equal payments due August 1, October 1, January 1, and March 1
 - 1 payment due August 1
- **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.
- **There is no additional supply fee. Supplies for each child are included in the tuition payment plan.**

PRICING 2020-2021 SCHOOL YEAR 10 EQUAL PAYMENTS

| | 9 am – 12:20 pm Morning Class Only | 9 am – 3 pm Morning Class with Afternoon Adventures |
|---|---------------------------------------|--|
| Tuesday/Thursday | \$395 | \$635 |
| Monday/Wednesday/Friday | \$548 | \$908 |
| Monday – Friday | \$811 | \$1411 |
| Monday-Friday Morning with Tuesday/Thursday Afternoon Adventures | | \$1051 |
| Monday-Friday Mornings with Monday/Wednesday/Friday Afternoon Adventures | | \$1171 |
| Early Birds 8:15am -9:00am | \$10/morning | |

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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.

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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Registration Form for School Year 2020-2021

Use one form per child

Office use only

Registration # _____

Tuition Due _____

Registration Fee \$60.00

Amount Paid _____

Desired Class: (Please circle)

Morning Class Preference: Monday – Friday Monday/Wednesday/Friday Tuesday/Thursday

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

Early Birds: Monday-Friday Monday/Wednesday/Friday Tuesday/Thursday Other: _____

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:

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 Tuition Payment 1. Registration Fee and Tuition Payment 1 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, 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. Please exclude the following information (note if any): _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

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Were you referred by a current or former ECC family? Referred by _____