

EARLY CHILDHOOD CENTER

West Market Street United Methodist Church

312 W. Friendly Avenue • Greensboro, NC 27401 • (336) 378-6093



Dear Parent:

Thank you for your interest in the Early Childhood Center. For your information please find enclosed a brochure, tuition information sheet and a waiting list application. In order for your child to be placed on our waiting list the application form must be completed and returned to our office along with a \$25.00 application fee. Please note our waiting list has several levels of priority for enrollment. Therefore it is difficult to give you an accurate number for your child's placement on the waiting list.

Tours of the Early Childhood Center are available on the 2nd and 4th Tuesday of each month. The tour begins at 9:30AM and generally concludes in approximately an hour. Please call to schedule a tour of our facility.

Additional information about ECC is available on our website www.eccgreensboro.org. If you have any questions please feel free to call or email our administrative staff. Our phone number is (336) 378-6093. Email addresses are as follows:

Director:	Teri Smith tsmith@eccgreensboro.org ;
Assistant Director:	Marian Dotts mdotts@eccgreensboro.org
Staff Coordinator:	Monique Staley: mstaley@eccgreensboro.org

Sincerely,

Teri Smith
Director

Enclosures

Priorities for Enrollment and Waiting List

The Early Childhood Center strives to maintain a multicultural environment and to accommodate children with special needs. To this end the Director will have final responsibility for enrollment and for seeking to maintain diversity in an appropriate learning environment. Scholarship funds are available for families enrolled in the ECC.

The ECC enrolls children using the following priority categories:

1. Children and grandchildren of the Early Childhood Center staff.
2. Children and grandchildren of the West Market Street United Methodist Church staff.
3. Children enrolled requesting a transfer to one of the other programs.
4. Siblings of children currently enrolled in one of the programs.
5. Children and grandchildren of active members of West Market St. United Methodist church (an active member is defined as one who currently participates and pledges).
6. Staff and students of Greensboro College.
7. Children in the community.

Waiting List:

If an application is received and classroom space for enrollment is not available, the child's name may be placed on the waiting list. The Director according to the enrollment and date of application maintains the list. Enrollment eligibility is determined by availability of classroom space, date of application and enrollment priorities listed above. Placing a child's name on the waiting list does not guarantee enrollment.

The waiting list is updated each year. You will receive an update form that gives you the opportunity to change the anticipated date of enrollment without changing the date of application. Forms not returned to the ECC by the designated date will result in removal of the child's name from the list. Parents are requested to notify the ECC in writing when they wish to remove their child's name from the waiting list. Please inform us if your contact information (address, phone numbers, email address etc.) changes.

When a name on the waiting list becomes eligible for enrollment, the center director will notify parents. Once the space is accepted, written confirmation, a non-refundable registration fee and non-refundable first month's tuition must be remitted to the ECC office within 48 hours. Parents will be permitted a two-week period to make arrangements for their child's first day of attendance.

If the parent is not ready for the child to be enrolled but wishes to reserve the space, tuition must be paid for each month prior to actual enrollment. The space will not be held without payment of monthly tuition.

If a space is declined, the child's name will be placed down one space on the waiting list.

If a parent declines a space three consecutive times, the child's name will be removed from the list. To place a child's name back on the waiting list, parents must re-apply for enrollment.



**EARLY CHILDHOOD CENTER
WAITING LIST APPLICATION**

Please submit the non-refundable \$25 waiting list application fee with this form.

Full Day _____ Half-Day _____ Both Half Day & Full Day _____ School Age _____

*If Half-Day, indicate how many days/week, and which days preferred: # days _____ M T W Th F
(Options: Infants/toddlers/2 y.o.'s: any 2-5 days; 3 y.o.'s: any 3-5 days; 4 y.o.'s: M-Th or M-F; Kindergarten M-F only)

Desired date of enrollment: _____

Child's Name (if known): _____
(First) (Middle) (Last)

Date of birth: _____ OR Due Date: _____

Parent #1 Name: _____ Home Phone: (____) _____

Address: _____
(Street) (City) (State) (Zip)

Where Employed: _____ Work Phone: (____) _____ Cell Phone:(____) _____

Email Address: _____ Home Work

Parent #2 Name: _____ Home Phone: (____) _____

Address: _____
(Street) (City) (State) (Zip)

Where Employed: _____ Work Phone: (____) _____ Cell Phone:(____) _____

Email Address: _____ Home Work

Whom should we contact when a place becomes available? ___ Mother ___ Father

ECC emails all invoices and payment receipts. Please list the email address to use: _____

I have read and understand the attached Enrollment Procedure Policy:

(Parent Signature) Date: _____

Are you (parent) a member of West Market Street United Methodist Church? _____

Are any grandparents of this child a member of West Market Street United Methodist Church? _____

Are either parent a students or on the facility at Greensboro College? _____

Is this child currently enrolled at the Early Childhood Center? _____

If yes, please circle the program your child currently in enrolled in: Half Day Full Day School Age

Does this child have a sibling currently enrolled at the Early Childhood Center? _____

If yes, child's name _____ Date of Birth _____

For Office Use Only

Date of Application: _____ Fee Paid: _____

Notes: _____

2011 Tuition Rates

FULL DAY PROGRAMS 7AM-6PM DAILY

	Ratio	Monthly
Infants	1-4	\$840
Toddlers	1-5	\$791
Twos	1-8	\$738
Threes	1-9	\$705
Fours	1-9	\$705
Pre-K	1-10	\$705
TK Full Day	1-8	\$705
Full Day Registration Fee:		\$ 75

HALF DAY FALL AND SUMMER PROGRAMS 9AM-1PM DAILY

*****Early Morning Drop Off 7:00AM-9:00AM \$85.00 Per Month - \$10.00 Day*****

<u>Infants</u>	Ratio 1-4
2 days per week	\$203.00
3 days per week	\$302.00
4 days per week	\$393.00
5 days per week	\$490.00
Daily rate	\$ 25.00

<u>Toddlers</u>	Ratio 1-5
2 days per week	\$193.00
3 days per week	\$289.00
4 days per week	\$376.00
5 days per week	\$469.00
Daily rate	\$ 24.00

<u>Twos</u>	Ratio 1-8
2 days per week	\$175.00
3 days per week	\$262.00
4 days per week	\$342.00
5 days per week	\$426.00
Daily Rate	\$ 22.00

<u>Threes</u>	Ratio 1-9
3 days per week	\$247.00
4 days per week	\$322.00
5 days per week	\$402.00
Daily Rate	\$ 21.00

<u>HD Pre K</u>	Ratio 1-10
4 days per week	\$322.00
5 days per week	\$402.00
daily rate	\$21.00
Afternoon available	

<u>After School</u>	Ratio 1-10
5 days per week	\$325.00
Full day additional	\$ 21.00

Wait List Fee: \$25.00
Door Keys: \$10.00 each

Half Day/TK Registration Fees:

Afterschool: \$50.00
 Half-Day Fall: \$50.00
 Half-Day Summer: \$25.00
 Summer School Age: \$25.00

<u>Transitional Kindergarten</u>	
Full Day	\$705.00
4 Days (7-1:30)	\$388.00
5 Days (7-1:30)	\$460.00