



SANDWICH CHILDREN'S CENTER

Application for new families

ACADEMIC YEAR

Dear SCC Families,

It's that time!

August 28– June 22

Our academic year begins on **Monday, August 28 2017.**

To enroll at SCC, we are asking families to complete this **application** and return it to the SCC office. Once returned, the SCC office will complete a **contract**, which will include a deposit due (*one months tuition, held on account until disenrollment or the end of the academic year*). The contract will require your **signature** and should be returned to SCC as soon as possible to **secure your spot** in our academic year. A minimum of two days enrollment per week is required. **SCC is open 7:15-5:30.**

Child's name: _____

Date of birth: _____

Child's name: _____

Date of birth: _____

My child(ren) **will be** coming to SCC for the academic year. Schedule needs:

Mondays

Drop off time: _____

Pick up time: _____

Tuesdays

Drop off time: _____

Pick up time: _____

Wednesdays

Drop off time: _____

Pick up time: _____

Thursdays

Drop off time: _____

Pick up time: _____

Fridays

Drop off time: _____

Pick up time: _____

Completion of this form does not guarantee your spot in our program. If approved, this schedule will be prepared in contract form, requiring parent/guardian signature. A deposit of one months tuition must be returned with your SCC contract. Upon receipt of the signed contract and deposit, your contract will be countersigned by SCC Office Manager, completing the enrollment process.

Parent/ Guardian Signature

Date

Application deadline: Friday, August 11, 2017.

We recommend you fill out and return this form to the office as soon as possible.

Applications are processed on a ***first come/first served*** basis.

Sandwich Children’s Center academic year closings:



September 4, Labor Day

December 25 and 26 ,Christmas

October 9, Columbus Day

January 1, New years

November 10, Veteran’s Day observation

January 15, Martin Luther King Jr. Day

November 23 and 24, Thanksgiving

May 28, Memorial Day

Academic year tuition rates

Sandwich Children’s Center requires a minimum of two days enrollment per week. Families enrolled for three or more days per week will be charged at a lower rate per day.

Two days per week tuition rates		
Age Group	Half day rates	Full day rates
Infant (Up to 12 months)	\$32.00 / Morning (7:15-12:00)	\$48.00/day
Toddler (Over 12 months)	\$31.00 / Morning (7:15-12:00)	\$44.00/day
Preschool (Over 36 months)	\$30.00 / Morning (7:15-12:30)	\$42.00/day
Kindergarten	\$28.00 / Morning (7:15-12:30)	\$39.00/day
	\$33.00/day after school care (12:05-5:30)	
School Age (Grades 1-6)	\$28.00 / Morning (7:15-12:30)	\$39.00/day
	\$19.00/day after school care (2:45-5:30)	

Three or more days per week tuition rates		
Age Group	Half day rates	Full day rates
Infant (Up to 12 months)	\$27.00 / Morning (7:15-12:00)	\$43.00/day
Toddler (Over 12 months)	\$26.00 / Morning (7:15-12:00)	\$39.00/day
Preschool (Over 36 months)	\$25.00 / Morning (7:15-12:30)	\$37.00/day
Kindergarten	\$23.00 / Morning (7:15-12:30)	\$34.00/day
	\$28.00/day after school care (12:05-5:30)	
School Age (Grades 1-6)	\$23.00 / Morning (7:15-12:30)	\$34.00/day
	\$14.00/day after school care (2:45-5:30)	

See back for policies, discounts, and other enrollment information.

Enrollment and Payment Policies



Tuition Payment

- Families will receive an invoice on the first workday of the new month. This invoice is broken out into weekly charges. **Payment is required weekly on the first day that your child attends each week.** Families may also choose to make one payment in full for the month which is due upon receipt of the invoice. Tuition is expected for scheduled time, even if a child is absent. SCC reserves the right to refuse care until an overdue account (28+ days) is paid in full. If an account is unpaid for four weeks, the child(ren) will be unable to attend SCC on week 5 and may not return until account is paid in full. During this time period, the child(ren)'s spot may be filled.

Tuition Deposit

- Each family's initial deposit will be held on account and applied to the last month's tuition of the contract period. If an account is in default, tuition deposits will be applied to the outstanding balance but are expected to be replenished.

Scholarships

Scholarships are available through NH State Scholarship Assistance (**NHeasy.gov**) and/or through the Sandwich Children's Center Scholarship. Applications are available from the Director or Office Manager.

Vacation Discounts

- With a written two weeks' notice to the office, a vacation discount (50% off tuition) is offered to families for upcoming absences.

Family Discounts

- A discount is offered to families paying the full tuition rate when enrolling two or more children, four full days per week (A full day is 7 hours). The full rate will be charged for the youngest child and a 15% discount will be applied on the tuition of the older child.

Non Contractual Rate

- Families requesting short term care for children who are not enrolled/contracted at SCC (i.e. school vacation weeks) will be accepted on the basis of classroom availability and will be charged Non Contractual Rates \$5.00 above the standard enrollment fees per full day and/or \$3.00 above the standard enrollment fees per half day. Full payment is due on the first day the child attends SCC.

Permanent Schedule Changes and Terminations

- A two-week written notice is required to permanently change your child's schedule or to withdraw from any program. Schedule changes must be made in writing and approved through the office. **Written notifications are to be submitted to the office not classroom teachers.** Schedule changes will depend on classroom availability. A new contract may need to be filled out and signed.

Holidays

- SCC does not charge tuition on days we are closed in observance of holidays or for Staff Development Days.