

March 30, 2009

Dear Parents of New and Continuing School-Age Children:

The enrollment process for the 2009-2010 School-Age Program, located at Westbrook Elementary School, begins April 01, 2009. **Please read this letter carefully and note the policy changes and dates.**

Priority enrollment for continuing families (including siblings new to the School-Age Program) ends April 24, 2009. We anticipate full enrollment next fall, and urge you to apply immediately. Children will be placed on a first come, first serve basis according to the attached enrollment procedure outline. Spaces will be assigned to new applicants after that date. Please be aware that if we have not received your application by April 24th, your child(ren) will lose priority status and could possibly lose their space in the School-Age Program.

In order to reserve a space, **all families must return the attached application with a non-refundable \$100 deposit. Please note that only new children entering the program must pay the \$50 application fee. The balance of a full month's tuition deposit will be required when you return your enrollment contract on June 1, 2009.** Tuition and fee schedules for the fall will be included when we mail out your contract. This deposit will be applied to your June 2010 tuition or the last month your child is enrolled in the program. **Contracts with no deposits included will be sent back. If both contract and deposit are not received at the Main Office by June 1, WCC will assume you are not interested in the space, and will offer the space to another family.** If there is not a space for your child after June 1st, your \$50 deposit will be refunded to you.

Please return the completed application and non-refundable deposit and/or fee to the Centers' Main Office as soon as possible, but no later than April 24, 2009, if you wish to enroll your child(ren) in the School-Age Program.

Please contact Jeff Benton at (301) 229-7055 if you have any questions about Fall 2009 School-Age enrollment.

Sincerely,

Kim Mohler
WCC Executive Director

ADMISSIONS PROCEDURES FOR SCHOOL-AGE PROGRAMS

Children will be placed in school-age programs according to the following set of priorities:

APRIL 1 – APRIL 24, 2009

1. Continuing School-Age Full Week Westbrook & Wood Acres Elementary Students
2. Continuing School-Age Part Week Westbrook & Wood Acres Elementary Students
3. Siblings of Continuing School-Age Full Week Westbrook & Wood Acres Elementary Students
4. Siblings of Continuing School-Age Part Week Westbrook & Wood Acres Elementary Students
5. Returning WCC Students (any program)
6. Siblings of Returning WCC Students
7. New students

BEGINNING APRIL 25, 2009

All applications received after April 24th are considered, in order, by the date WCC receives the application, to include Continuing, Sibling and Returning students.

For the 2009-10 School Year

Please note the change regarding full-days that MCPS is not in operation and WCC is open: September 28, 2009; October 16, 2009; November 2, 2009; January 25, 2010; March 29, 2010; March 30, 2010; March 31, 2010; April 1, 2010 and April 6, 2010. **Children who are regularly enrolled in the Before School/Breakfast program will be admitted to attend for no additional charge from 7:30 a.m. – 9:30 a.m.** Parents of children in the after-school program who wish for their children to attend the Before School Program (7:30 – 9:30 a.m.) on these days, must reserve a space and pay \$25 in advance for their child's ability to attend at this time. Due to the limited number of staff WCC has available for the early morning program, the number of spaces available will have to be limited.

2009-2010 SCHOOL-AGE MONTHLY TUITION*

AFTER SCHOOL CHILD CARE (3:05pm - 6:00pm) These are rates for 2008-2009, see note below

FULL-TIME (includes early dismissal & full day care for MCPS teacher professional days at no additional charge)

Five Days (Monday – Friday) Monthly Tuition - based on family income.	Level I \$ 370.00	Level II \$ 430.00	Level III \$ 485.00
--	-----------------------------	------------------------------	-------------------------------

Income Level		
Level I – Below \$60,000	II – \$60,001 - \$94,999	III – Over \$95,000

PART-TIME*

Two Days per week	\$ 290.00
Three Days per week	\$ 390.00

* A limited number of part-week spaces available.

EXTRA CARE OPTIONS

Breakfast (7:30a.m. – 8:45 a.m.)	
Monthly (Breakfast Program Only)	\$ 175.00
Monthly (w/ After School Program)	\$ 165.00
Per Day	\$ 16.00

After School Care (3:05pm - 6:00pm)	
Per Day	\$ 70.00

- Drop in After School Care is only available for students currently enrolled at WCC.

ADDITIONAL FEES REQUIRED

1. A \$50 non-refundable application fee is required with each initial application. Application fee is waived for current WCC school age students and for families applying for financial assistance. One application fee will be charged when two or more children from the same family apply at the same time.
2. A **\$100 non-refundable deposit per child** is required with the application to secure your child(ren)'s space in the program. If the program is full, WCC will refund your deposit.
3. A deposit equal to one month's tuition is due with the enrollment contract and is applied to the final month's tuition (June 2010). This deposit is refundable up to one month prior to start of program (July 31, 2009).
4. An annual fee of \$50 per child enrolled in the Center is billed with the contract to all families enrolled to maintain the Center's scholarship endowment.
5. In families with 2 or more children in the Center, total family tuition will be discounted 5%.

*** Please note the above tuition and extra care fees are WCC's current rates. Actual 2009-2010 fees will be determined at WCC's April 28, 2009 Board Meeting.**

2009 - 2010 APPLICATION FOR SCHOOL-AGE PROGRAMS

Please fill in or check all relevant spaces

Child's Name _____ Nickname _____

Birth Date _____ M/F _____ Desired Start Date _____

Grade in Fall _____ School your child attends _____

Check one: _____ Currently at WCC _____ Returning to WCC _____ New to WCC

Name of Sibling _____ Age _____ Attends WCC _____ Attended WCC _____

Name of Sibling _____ Age _____ Attends WCC _____ Attended WCC _____

Other Family Member (not sibling) who previously attended WCC(list year) _____

Parent(s)/Guardian(s) _____

Home Address _____

Zip Code _____ Home Telephone _____

Primary Email Address(for emergencies &/or student directory) _____

Father's Employer _____

Business Address _____

Business & Cell Phone _____

Mother's Employer _____

Business Address _____

Business & Cell Phone _____

BEFORE SCHOOL CARE (7:30am - 8:45am - includes breakfast)

_____ Five Days (Monday - Friday)

AFTER SCHOOL CHILD CARE (3:05pm - 6:00pm)

_____ Five Days (Monday - Friday)

_____ Three Days * Please indicate desired days of the week _____

_____ Two Days * Please indicate desired days of the week _____

** A limited number of part week spaces are available*

In accordance with our policy to maintain racial and ethnic diversity in our student population, this information is requested (not required):

_____ Caucasian _____ Afr-Amer/Black _____ Hispanic _____ Asian _____ Other

Westmoreland Children's Center complies with all conditions under Title VI of the Civil Rights Act of 1964.

I/We have filled out all applicable spaces of this application.

Parent/Guardian Signature _____ Date _____

Students currently enrolled in School Age care do not need to send an application fee.
New and former families please mail application with your \$50(per family) application fee to:
Westmoreland Children's Center, 5112 Allan Terrace, Bethesda, MD 20816

**WCC APPLICATION FOR 5-DAY STUDENTS ONLY
FOR LEVEL I AND II TUITION**

INCOME INFORMATION AND REQUIRED SUPPORTING DOCUMENTS

For families requesting to be charged at the tuition rate for Level I or II, WCC requires parents to provide the information requested below and a copy of your most recent federal tax return, with all tax form attachments. Parents are required to update family/household income annually. Families not supplying this information will be charged Level III tuition.

PLEASE COMPLETE THE FOLLOWING IF YOUR TOTAL INCOME IS LESS THAN \$ 95,000:

Total Family Gross Earnings (Salary, Wages, Miscellaneous Income)	\$ _____
Interest/Dividend Income (Bank, CD, Money Market)	\$ _____
Investment Income (Rentals, Partnerships, etc.)	\$ _____
Government Payments	\$ _____
Other Sources of Income	\$ _____
Total Income (i.e. = on 2008 Form 1040, Line 7)	\$ _____

SCHOLARSHIP

Eligibility: Scholarship is available to Level I income families only – Total Gross Income below \$60,000. Families with incomes below \$25,000 will receive special consideration for additional tuition assistance.

Do you wish to apply for scholarship assistance? YES NO

If your answer is yes, a scholarship information application will be mailed to you right away. Please direct your questions to the main office at (301) 229-7161.

//WE HAVE FILLED OUT ALL APPLICABLE SPACES OF THIS APPLICATION FOR
LEVEL I OR II TUITION.

Parent/Guardian Signature: _____ Date: _____