

WESTMORELAND CHILDREN'S CENTER
2008 - 2009 PRESCHOOL PROGRAM INFORMATION

APPLYING

Parents are strongly encouraged to visit the Center prior to submitting an application. Applications are accepted beginning **November 1st** prior to the year of enrollment. Applications are dated when they are received and must be submitted with the \$50 application fee. Applications are considered for the year of enrollment only, and do not carry forward into the following enrollment year.

PRESCHOOL PROGRAMS

Westmoreland Children's Center offers flexible programs designed to respond to our children and families by meeting a variety of needs. Westmoreland Children's Center offers part-time and full-time programs for the school year (September - mid-June). Each class is taught by a lead teacher and assisted by one or more teachers or assistant teachers.

Program	Class Size	Ratio	Location
2 Year-Olds	12	1 Adult for Every 6 Children	Circle/Pilgrim
3 Year-Olds	15	1 Adult for Every 8 Children	Circle/Pilgrim
4 Year-Olds	20	1 Adult for Every 10 Children	Circle/Westbrook

The center also offers Camp Westmoreland, Jr. (mid-June – August) that complements the school year by encouraging in depth exploration of the natural world and creative endeavors. Camp Westmoreland Jr. sessions are available full or part day and families may register for camp in the spring of each year.

Westmoreland Children's Center is licensed by the Division of Early Childhood Development/Office of Child Care of the Maryland State Department of Education as a nursery school and as a child care center. Westmoreland Children's Center's Circle and Pilgrim locations are accredited by the National Association for the Education of Young Children (NAEYC). Our Westbrook campus will be pursuing the re-accreditation process this year under the revised NAEYC criteria.

PLACEMENT

Because we believe in the individuality of each child, we make placement decisions based on a number of factors. These include: Chronological Age, Prior School Experience, Family Childcare Needs, Parent and Teacher Recommendations, Availability of Space.

PRIORITY PLACEMENT

Prior placement is made in the following order:

- Continuing Children
- Children of Staff
- Siblings of Continuing Children
- Children of Returning Families
- Children of Alumni
- New Applicants

Continuing children, children of staff, and siblings of continuing children are placed by January 31st. Written confirmation of placement is sent to families in early February. Children of returning families and new applicants will be placed by mid- February. Written confirmation of placement is sent to families by mid-February and parents will have two weeks to accept or decline their child's placement. Priority placement applications received after January 31st will be treated as new applicants.

WCC PRESCHOOL PROGRAM INFORMATION (Continued)

AGE GUIDELINES

Each applicant must meet the specified age requirement on or before **September 1st** of the year the child starts enrollment:

2 year-old programs	2 years old by Sept. 1
3 year-old programs	3 years old by Sept. 1
4 year-old programs	4 years old by Sept. 1
School-day Pre-K	Turning 5 between August & March

CLASS COMPOSITION

In 5 day classes with both part and full day enrollments the Center seeks a distribution of 1/3 nursery school and 2/3 nursery school with child care enrollments. Every attempt is made to preserve this distribution, with the recognition that the Center has an obligation to meet the needs of its continuing families. The number of nursery school and nursery school with childcare enrollments is determined following the placement of continuing children.

The Center does not discriminate on the basis of race, color, national or ethnic origin in the admission of students, the employment of faculty and administration, or in the administration of its programs. Moreover, the Center is absolutely committed to maintaining diversity in the socio-economic makeup of its student body. This commitment is reflected in the Center's admission policies, its sliding fee scale based on family income, and its scholarship program for families in need.

The Center attempts, but does not guarantee to maintain an equal balance of boys and girls and a reasonable developmental age span.

One space is reserved in each class with childcare enrollment for a scholarship applicant, and will be filled August 1st from the waiting list if no scholarship applicant applies.

WAIT LIST

Applicants from the waiting list will be placed as space becomes available. When parents are notified, they will have 48 hours to respond to WCC's offer of a space. The waiting list remains active only through the school year for which the application is submitted.

PARENT VISIT

All parents are encouraged to tour the Center prior to submitting an application to a WCC program. By visiting the Center, parents gain greater understanding of the Center's preschool program and philosophy.

CHILD VISIT

Final placement of new children is subject to a short informal visit in the Spring. The Center reserves the right to withdraw the offer of placement if, in the Center's opinion, the child cannot benefit from the Center's program.

WESTMORELAND CHILDREN'S CENTER
2008 - 2009 TUITION AND FEES INFORMATION FOR PARENTS

APPLICATION FEE

A \$50 non-refundable fee is required with each application. This fee is waived for families applying for financial assistance. When two or more children from the same family apply at the same time, one fee is charged.

ENROLLMENT DEPOSIT

Upon acceptance, a deposit equal to one month's tuition (enrollment deposit) is due with the enrollment contract and is applied to the final month's tuition (June, or your child's last month attending WCC). This deposit is non-refundable and must be submitted by the date noted in the child's acceptance letter.

LAURIE A. BONDAREFF MEMORIAL SCHOLARSHIP FUND

A fee of \$50 per child, per year, is billed to each family at the start of the school year. This fee, along with an annual fundraising event, supports the Center's scholarship program. Families in Income Category I may apply for assistance, with the \$50 fee waived.

MULTIPLE CHILD DISCOUNT

For families with 2 or more children enrolled, total family tuition is discounted 5%.

SLIDING FEE SCALE

For families enrolling a child in a full day program, tuition is based on total family-household income:

INCOME LEVELS FOR SCHOOL YEAR 2006 -2007

Level I	Level II	Level III
Below \$ 60,000 *Below \$25,000	\$ 60,001 - \$ 94,999	\$ 95,000 and Above

If you are eligible for Category I or II please complete the required financial information on the back of the application. Families not supplying this information will automatically be charged Category III tuition. *Will receive special consideration for additional financial assistance.

2007-2008 PRESCHOOL MONTHLY TUITION & EXTRA CARE FEES*

NURSERY SCHOOL (9:00am - 12:00 Noon)

Program	Cost	Location
2 Day 2's (Tuesday & Thursday)	\$ 360	Circle & Pilgrim
3 Day 3's (Mon, Wed & Friday)	\$ 455	Circle & Pilgrim
5 Day 2's (Monday - Friday)	\$ 725	Pilgrim
5 Day 3's (Monday - Friday)	\$ 700	Circle & Pilgrim
5 Day 4's (Monday – Friday)	\$ 700	Circle & Westbrook
Pre-K (Mon-Fri 9:00am – 2:45pm)	\$905	Westbrook – includes lunch

NURSERY SCHOOL WITH FULL-DAY CHILD CARE (7:30am - 6:00pm)

Program	Monthly Cost at Income Level			Location
	I	II	III	
Two's 5 Days/wk (Monday - Friday)	\$ 810	\$ 925	\$ 1260	Pilgrim
Three's 5 Days/wk (Monday - Friday)	\$ 755	\$ 875	\$ 1125	Circle & Pilgrim
Four's 5 Days/wk (Monday - Friday)	\$ 755	\$ 875	\$ 1125	Circle & Westbrook

EXTRA CARE OPTIONS

	Per Day	Per Month	Location
BREAKFAST (7:30am - 9:00am) 5 Days Per Week Before Care Only	\$ 15	\$ 155 \$ 165	Circle, Pilgrim & Westbrook Westbrook
LUNCH (12:00 - 1:00pm) 5 Days Per Week	\$ 17	\$ 185	Circle, Pilgrim & Westbrook
AFTERNOON (12:00 - 6:00pm) 5 Days Per Week	\$ 65	\$ 550	Circle, Pilgrim & Westbrook

*Please note the above fees are WCC's current rates. The fees for the 2008-2009 school year will be voted on in April 2008 by WCC's Board of Directors prior to contracts being mailed to new families.

Part week options for Nursery with Full-time Childcare and Extra care will be offered if space is available. Parents should call the Main Office to check availability.

2008 - 2009 APPLICATION FOR PRESCHOOL PROGRAMS

Please fill in or check all relevant spaces

Child's Name _____ Nickname _____

Birth Date _____ M/F _____ Desired Start Date _____

Please indicate 1st & 2nd choices: ___ 2 Day 2's ___ 5 Day 2's ___ 3 Day 3's ___ 5 Day 3's ___ 5 Day 4's
School Day Pre-K _____

___ Nursery School ___ Nursery School w/ Breakfast ___ Nursery School w/ Lunch
___ Nursery School w/ Full Day Child Care

Desired Campus (*optional; may indicate 1st & 2nd choices*): ___ Circle ___ Pilgrim ___ Westbrook
(*Please be aware that if you wish your child to be considered for only one campus he or she will not be offered a space at any other campus.*)

Please provide any additional information that would help WCC to address your child's educational needs.

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

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

Immediate Family Member (list year) who previously attended WCC _____

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 _____

How did you hear about WCC? ___ Friends ___ Signs ___ Advertisement

___ Listing with Child Care Resource ___ Another School ___ Website ___ Other

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

___ Caucasian ___ African-American/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 _____

**WCC APPLICATION FOR FULL-DAY STUDENT FAMILIES 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 2006 Form 1040, Line X)	\$ _____

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: _____