

**WESTMORELAND CHILDREN'S CENTER**  
**2010 - 2011 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 one or more teachers or assistant teachers.

<b>Program</b>	<b>Class Size</b>	<b>Ratio</b>	<b>Location</b>
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 preschool programs are accredited by the National Association for the Education of Young Children (NAEYC).

**PLACEMENT**

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

**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
- Previous & 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 4's	4 years old by Sept. 1

### **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.

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 a 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**  
**2010 - 2011 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 in order for WCC to hold the space.

**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 child care program, tuition is based on total family-household income:

**INCOME LEVELS FOR SCHOOL YEAR 2009 -2010**

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

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.

**2009-2010 PRESCHOOL MONTHLY TUITION & EXTRA CARE FEES\***

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

<b>Program</b>	<b>Cost</b>	<b>Location</b>
<b>2 Day 2's</b> (Tuesday & Thursday)	\$ 400	Circle & Pilgrim
<b>3 Day 3's</b> (Mon, Wed & Friday)	\$ 495	Circle & Pilgrim
<b>5 Day 2's</b> (Monday - Friday)	\$ 810	Pilgrim
<b>5 Day 3's</b> (Monday - Friday)	\$ 760	Circle & Pilgrim
<b>5 Day 4's</b> (Monday – Friday)	\$ 760	Circle & Westbrook
<b>School Day 4's</b> (M-F 9am–2:45pm)	\$980	Westbrook – includes lunch

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

<b>Program</b>	<b>Monthly Cost at Income Level</b>			<b>Location</b>
	<b>III</b>	<b>II</b>	<b>I</b>	
<b>Two's</b> 5 Days/wk (Monday - Friday)	\$ 1400	\$ 1060	\$ 940	Pilgrim
<b>Three's</b> 5 Days/wk (Monday - Friday)	\$ 1215	\$ 960	\$ 835	Circle & Pilgrim
<b>Four's</b> 5 Days/wk (Monday - Friday)	\$ 1215	\$ 960	\$ 835	Circle & Westbrook

**EXTRA CARE OPTIONS**

<b>BREAKFAST (7:30am - 9:00am)</b>	<b>Per Day</b>	<b>Per Month</b>	<b>Location</b>
Monthly w/ a program		\$ 170	Circle, Pilgrim & Westbrook
Before Care Only		\$ 180	Westbrook
Per Day w/ a program	\$17		
<b>LUNCH (12:00 - 1:00pm)</b>			
Monthly (M-F)		\$ 190	Circle, Pilgrim & Westbrook
Per day	\$19		
<b>AFTERNOON (12:00 - 6:00pm)</b>			
5 Days Per Week	\$ 75	\$ 575	Circle, Pilgrim & Westbrook

\*Please note the above fees are WCC's current rates. The fees for the 2010-2011 school year will be voted on in April 2010 by WCC's Board of Directors prior to contracts being mailed to new families.

Extra care will be offered if space is available. Parents should call the Campus Site Director to check availability.

**2010 - 2011 APPLICATION FOR PRESCHOOL PROGRAMS**

*Please fill in or check all relevant spaces*

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_

Birth Date \_\_\_\_\_ M/F \_\_\_\_\_ Start Date \_\_\_\_\_

**Please indicate 1<sup>st</sup> & 2<sup>nd</sup> choices:** \_\_\_ 2 Day 2's \_\_\_ 5 Day 2's \_\_\_ 3 Day 3's \_\_\_ 5 Day 3's  
\_\_\_ 5 Day 4's

\_\_\_ Nursery School \_\_\_ Nursery School w/ Breakfast \_\_\_ Nursery School w/ Lunch  
\_\_\_ Nursery School w/ Full Day Child Care \_\_\_ School Day 4's (only at Westbrook)

Desired Campus (*optional; may indicate 1<sup>st</sup> & 2<sup>nd</sup> 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 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) \$ \_\_\_\_\_

Government Payments \_\_\_\_\_ \$ \_\_\_\_\_  
*Name of Agency*

Other Sources of Income \_\_\_\_\_ \$ \_\_\_\_\_  
*Description*

**Total Income** \$ \_\_\_\_\_  
**(i.e. = on 2008 Form 1040, Line 21)**

**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

Do you need assistance in completing the application?    YES            NO

Please direct your questions to the main office at (301) 229-7161.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_