

2011-2012



## REGISTRATION FAQs for currently-enrolled MEDC families

### ***When will I be able to register my child for the 2011-2012 school year?***

Registration for currently-enrolled families will begin on **Monday, April 25**. Contracts will NOT be accepted before that date.

**SPACES ARE FILLED ON A FIRST COME, FIRST SERVED BASIS** in the order in which Enrollment Contracts and deposits are received by the MEDC office.

Registration for families on our waiting list who do not currently attend MEDC will begin on May 9.

Although currently-enrolled families may register their children two weeks before enrollment is open to children on the waiting list, there is no guarantee of enrollment even when the contract is submitted before May 9<sup>th</sup>.

Remember....spaces are filled as contracts are processed. The sooner your contract reaches the MEDC office, the better your chance of obtaining the spaces that your child needs.

### ***Are the days my child attended this year guaranteed for next year?***

**NO, there is no guarantee of enrollment.** Spaces your child held this year are NOT reserved or held for next year.

### ***How do I go about registering my child?***

**Registration Packets** will be available on April 25<sup>th</sup>. The packet will consist of a **Handbook of Policies and Procedures**, a **Behavior Expectations and Management Policy**, and an **Enrollment Contract**. Parents/guardians must sign a form acknowledging receipt of the packet.

The Enrollment Contract will be included with the packet but will also be e-mailed to currently-enrolled families (so...don't worry if you are unable to get to MEDC right away to pick up your packet). You will still have to pick up your Registration Packet and acknowledge receipt of the Handbook and Behavior Policy.

The *Enrollment Contract* must be completed, the *Statement of Understanding* at the bottom of the contract must be signed, and a non-refundable deposit must be included with the contract in order to secure your child's space. If any of these three things are not done, your child's registration will be delayed.

Please do not request or expect your child's teacher or the school office to deliver your contract to the MEDC office.

### ***My child's sibling is an incoming kindergartener. When can he/she be registered?***

Incoming kindergarteners may be registered at the same time as their older siblings. For currently-enrolled families, incoming kindergarteners may be registered starting on April 25.

### ***How will I know that my child has been successfully registered?***

Within two business days, you will receive a confirmation via e-mail. If you do not receive a confirmation within two business days, you should suspect that your contract was not received and you should call the MEDC office at 860-232-5336.

A list will be posted on the Parent Board; the names of currently-enrolled children who have been registered for 2011-2012 will be highlighted.

**Should I notify the MEDC office if I do not intend to re-enroll my child for next year?**

Yes, please.

**What are the fees for 2011-2012?**

The MEDC Board of Directors is pleased to announce that, for the seventh consecutive year, fees will not increase. The fee schedule will be included on your Enrollment Contract and is also included at the end of this document.

**What is the amount of the non-refundable deposit? How and when is the deposit paid?**

The deposit is equal to one full month's tuition, determined by the number of spaces you choose to reserve on the Contract. That amount is not refundable if you withdraw your child or if you reduce the number of days your child will attend. The deposit will be applied toward your September tuition payment.

The deposit must accompany the Contract. You are offered two payment options: you may pay the entire deposit with the Contract, or you may pay ½ with the Contract and ½ by June 10<sup>th</sup>. The deposit must be paid in full by June 10<sup>th</sup> in order to secure your child's space. Failure to pay the full deposit by June 10<sup>th</sup> will result in forfeiture of your child's space.

**Can my child's space be held if I submit the Contract now but pay the deposit later?**

No. Your deposit must accompany your Enrollment Contract. Your Contract will not be accepted and your child will not be registered unless at least ½ of one month's tuition accompanies the contract (with the balance due by June 10).

**Can I write one check to cover both May tuition and next year's deposit?\*\*\***

No. We must receive separate checks, as our bookkeeping system does not allow us to separate payments and credit two school years.

**\*\*\*If you pay with one check covering May tuition and next year's deposit, your check will be returned to you. This will not only delay your May payment, possibly resulting in late fees; it could also jeopardize your child's enrollment for next year.**

**What if I decide to change my child's schedule at a later date? What is my financial obligation if I change my child's schedule?**

You are bound to the schedule to which you commit on the Enrollment Contract, as well as to the financial obligation associated with it.

Schedules may be changed with one month's written notice. You may add additional days if space is available, in which case payment for the additional space is due upon registration. Your child may be withdrawn from any days that have been reserved with one month's written notice. The deposit is not refundable, however; and the parent/guardian remains responsible for that month's tuition (or for the remaining balance of the deposit as stated on the Contract).

**How does the Waiting List work?**

A currently-enrolled child might end up on the waiting list if his/her Enrollment Contract is submitted after the day's spaces have been filled. That child will be placed on the waiting list and offered space if and when it becomes available. Priority will be given to currently-enrolled children who are on the waiting list.

(For example... MEDC can accommodate 65 children each afternoon. If your child is the 66<sup>th</sup> person to request an afternoon, he will be #1 on the waiting list for that afternoon, and space will be offered if and when it becomes available. )

Families who are new to MEDC are required to submit an application in order to place their child's name on the waiting list. Starting May 9, families on the waiting list will be contacted *in the order in which they were placed on the list* and will be offered spaces that are still available.

***What are my child's chances of obtaining a space if he starts out on the waiting list?***

There is no way to determine whether your child will be added from the waiting list.

On the Confirmation, your child's position on the waiting list will be noted. If you see 'WL#1' next to 'Monday,' you will know that your child is first on the waiting list for Monday and will be offered the first space that becomes available for that day. If a space becomes available, you will be notified by e-mail or by phone. You are under no obligation to accept the offered space, but you will be required to make a decision by a specified date. If you do not accept the space, it will be offered to the next person on the list and your child will be removed from *that day's* waiting list.

If being placed on the waiting list results in an over-payment of the deposit (for example, you paid for 4 days and your child was enrolled in 3 days and placed on the WL for one day), the overpayment will be credited toward October tuition.

***What paperwork will I be required to provide prior to the start of the next school year, and when is it due?***

With your Confirmation of Enrollment, you will receive the paperwork that must be on-file before the 2011-2012 school year starts. *This paperwork may be completed and returned to MEDC as soon as you receive it and is due no later than August 12.*

For every child, the parent/guardian must provide an updated **Enrollment form** and **Emergency Data form** annually. For children who are new to the program or who are entering third grade, the parent/guardian must provide a **Health form**, including immunization record.

Your child will not be permitted to attend MEDC until all paperwork is on-file.

***What will be the first day of MEDC, 2011-2012?***

For children in grades 1-5, the first day of MEDC will be September 1 (the first day of school). Because kindergarteners have a short school day on September 1, their first day of MEDC will be September 2.

**If we missed any FAQs and you need more information:**

**860-232-5336**

**[morleyextended@sbcglobal.net](mailto:morleyextended@sbcglobal.net)**

## 2011-2012 FEES

**Total for ALL MORNINGS AND ALL AFTERNOONS:**

\$390 for oldest child, \$371 for younger child(ren)

**BEFORE SCHOOL 7:15-8:35**

**Full fee is paid for oldest child**

*\*\*\*5% discounted fee for younger children is in parentheses\*\*\**

<b>Mornings per Week</b>	<b>Monthly Fee for oldest child</b>	<b>(5% discount) for younger child(ren)</b>
5	\$150	(\$143.00)
4	\$122	(\$116.00)
3	\$93	(\$89.00)
2	\$63	(\$60.00)
1	\$32	(\$30.00)

**AFTER SCHOOL**

3:20-6 p.m. M,T,TH,F

2:00-6 p.m. W

**Full fee is paid for oldest child**

*\*\*\*5% discounted fee for younger children is in parentheses\*\*\**

<b># of Days per Week</b>	<b>Monthly Fee not including Wed.</b>	<b>(5% discount)</b>	<b>Monthly Fee Including Wed.</b>	<b>(5% discount)</b>
5	---		\$265	(\$252)
4	\$190	(\$181)	\$219	(\$209)
3	\$144	(\$137)	\$170	(\$162)
2	\$97	(\$92)	\$123	(\$117)
1	\$49	(\$47)	\$80	(\$76)

*\*\*\*Families with more than one child enrolled* pay the full fee for the oldest child and receive a 5% discount for the second (third...) children