



## Educare Learning Center

Dear Educare Families,

January 19, 2012

It is now time to indicate summer plans and re-register for the school year 2012-2013. Our current Parent/Guardian Handbook is the revised edition as of January 2009; amendments to the handbook are included on the back page of this letter. Please take time to review the information. If you need a copy of the parent/guardian handbook, please pick one up at the front desk.

### Re-Registration Procedure

As has been our policy in the past, children are registered from August through the following summer. Each child must re-register in January for the up-coming school year (August 2012-June 2013) and indicate plans for the summer program (Summer 2012). **Spaces will be assigned based on the order registrations are received.** The following procedures must be followed to ensure continuous attendance in the program:

- **School Year 2012-13:** A **non-refundable re-registration fee** of \$75.00 per child (max. \$150.00/family) is **due by February 3, 2012**. In addition, a completed registration form for the 2012-13 school year and a signed re-registration policy agreement must be submitted with the registration fees to continue current enrollment status into the 2012-13 school year. Open enrollment for the community begins on February 6, 2012. **If re-registration fee and forms are not received by the designated date, the space is open to newly enrolling children or families on Educare's waiting list.**
- **School Year 2012 - 13 Kindergartners:** Families of children going to Kindergarten in the fall and planning to enroll in the before and/or after school-age program, please follow the instructions above for the school year. *Please note--children must be registered with FCPS for kindergarten in March 2012 by providing a proof of residency and birth certificate.*
- **Summer 2012:** Families must indicate plans to participate in the Summer Program by filling out a summer participation form due by February 3, 2012 to secure space. The **summer activity fees are due by February 24, 2012:** \$50.00 for school-age and \$25.00 for 12 months through pre-school. Activity fees are non-refundable and will cover costs for off-campus field trips for school-age children and on-site special events for younger children (see enclosed summer brochure for details).
- **Summer 2012 Non-Participation:** Educare is year-round program. As a service to families, children currently enrolled may choose not to attend the summer program. For this service, a non-refundable reservation fee of \$250.00 per child (\$25.00 per week, non refundable) is required. **This decision must be indicated by February 3, 2012 along with submitting the reservation fee by February 24, 2012.** If families would like to pay the reservation fee on a payment schedule, please contact the Executive Director, Kim Rokos at 301-834-9007 or [krokos@educatewithcare.com](mailto:krokos@educatewithcare.com).
- **Preschool-Hours-Only (PHO):** Our **preschool-hours only** program follows the FCPS calendar; families are not required to pay the summer off reservation fee. Instead of the reservation fee, PHO families enrolling for the 2012-13 school year are required to pre-pay **one month preschool tuition** (non-refundable and applied to first month's tuition) by **February 24, 2012** to reserve space in addition to submitting the **registration form and registration fee by February 3, 2012.**
- **Online Payments for Fees:** Families have the option to make an online payment ([www.educatewithcare.com/EducareParentInformation](http://www.educatewithcare.com/EducareParentInformation)) for any fees referenced below. The enclosed online payment indication form is required for any online payment and must be submitted with the applicable registration forms.

### Easy Reference Guide for Educare Fees

February 3, 2012	Fall 2012 Re-registration Fees Due- \$75 per child/maximum of \$150 per family
February 24, 2012	Summer 2012 Activity Fees Due-\$25 per child for ages 1 year – preschool age \$50 per school-age child and \$250 Summer 2012 Non-Participation Fee (if applicable)
September 3, 2012	Curriculum Fees Due-\$50 per child

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## Program Policy Changes Effective August 27, 2012

### **Tuition Rates (see Enrollment Fees and Deposits form included in this packet)**

Effective as of August 27, 2012 several rates have been adjusted:

- Six weeks up to 2 years will be one consistent rate since the child-staff ratio of 1:3 continues until children turn 2 years.
- Rates for full-time infants, 2's, 3's, and 4's have been increased by 2 – 3 %. Half-day schedules will not be available for children less than two years of age.
- The full-time school-age\* rate (before and after, K – 5<sup>th</sup> grades) has been increased by 5 %. The full-time rate for school-age will continue to include days when FCPS are closed as scheduled on the FCPS calendar. (NOTE: FCPS are closed approx. 18 full days and 11 partial days per school year).

### **Preschool-Hours-Only (9 – 11:45 a.m., M-F) Program Changes**

Beginning Fall 2012 – 2013 school year, Educare's preschool program will be multi-aged which will include 3's and 4's together. This will enable families to choose from a M/W/F, T/Th, or M-F schedule. Classes will continue to be held 9-11:45 a.m. Individual and small group lessons will address different age level capabilities and children will have the benefit of the socialization in a broader age group during large group, centers, and outdoor play.

### **Summer Enrichment for Preschool-Hours-Only Program**

We are no longer able to offer a summer enrichment for children enrolled during the school year Preschool-Hours-Only program. Children in the school year Preschool-Hours-Only program can enroll for part-time spaces available in the full-day child care program in the summer (Rooms 3 and 4) as enrollment allows.

### **\*School-age Program Changes**

In order to continue to offer care for school-age children on days when FCPS are closed, it is now necessary to only offer full-time spaces (before and after school care only). This will enable us to ensure that all families enrolled in the school-age program will have a reserved space to receive care on days when FCPS is scheduled to be closed according to the published FCPS calendar. School-age children may attend part-time but families will be required to pay the full-time rate. Families will continue to be charged additional fees when FCPS is closed due to inclement weather and staggered kindergarten entry days.

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