



January 7, 2019

2019-20 Educare Registration Information

It is now time to indicate summer plans and re-register for the school year 2019-20. Please review this packet and complete forms as applicable. **Use the registration checklist on the back of this page as an easy reference tool.**

Changes for 2019-20/Effective 9/2/19 (changes are noted in red on the enclosed forms)

- Percentages for tuition pre-payments will be adjusted to Monthly (1% discount), Monthly Early Bird (3% discount), and Quarterly (5% discount). Please indicate any changes to your tuition pre-payment preference on the School-Year 2019-20 Registration form.
- The Educare Parent/Guardian Policy Handbook has been revised (1/7/19). A copy is enclosed for your review.

Re-Registration Procedure

Per our policy, children are registered from September through the following summer. Each child must re-register in January for the up-coming school year (September 2019-June 2020) and indicate plans for the summer program (Summer 2019). **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 2019-20:** A **non-refundable re-registration fee** of \$75.00 per child (max. \$150.00/family) is **due by January 25, 2019**. In addition, a completed enrollment form for the 2019-20 school-year and a signed re-registration policy agreement must be submitted with the registration fees to continue current enrollment status into the 2019-20 school year. Open enrollment for the community begins on February 4, 2019. **If re-registration fee and forms are not received by the designated date, the space is open to newly enrolling children/families on our waiting list.**
- **School Year 2019-20 Kindergartners:** For families of children going to kindergarten in the fall and planning to enroll in the before & after school-age program, please follow the instructions above for the school year. There is an extra charge of \$21.50/day for children to attend ELC during Kindergarten staggered entrance attendance in September. *Children must register with FCPS for kindergarten in March 2019 by providing proof of residency and a birth certificate.*
- **Summer 2019:** Families indicate plans to participate in the Summer Program by filling out a summer participation form due by January 25, 2019 to secure space. **The summer activity fees are due by February 15, 2019:** \$150.00 for Herons, \$75.00 for Cardinals, \$50.00 for Robins and \$25.00 for Goldfinches and Chickadees. Activity fees are non-refundable and will cover costs for off-campus field trips for school-age children (Cardinals and Robins will accompany school-age for selected off-site field trips during the summer) and on-site special events (see enclosed summer overview).
- **Summer 2019 Non-Participation:** Educare is a 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 non-participation fee of \$250.00 per child (less than \$25.00 per week) is required. **This decision must be indicated by January 25, 2019 along with submitting the reservation fee by February 15, 2019.** If families would like to pay the non-participation fee on a payment schedule, please contact the Executive Director, Kim Mogard at 301-834-9007 or kmogard@educatewithcare.com.
- **Preschool-Hours-Only (Blue Jays) Program:** Our **preschool-hours only (Blue Jays)** program follows the FCPS calendar; families in the Blue Jays Program are not required to pay the summer off reservation fee. Instead of the reservation fee, Blue Jays families enrolling for the 2019-20 school year are required to pre-pay **one-month preschool tuition** (non-refundable and applied to first month's tuition) **by February 15, 2019. Registration form and registration fee are due by January 25, 2019.**
- **Online Payments for Fees:** Families have the option to make an online payment by requesting an e-invoice from Kim Mogard (kmogard@educatewithcare.com) The enclosed online payment indication form is required for any online payment and must be submitted with the applicable registration forms.
- **Families not returning for Summer/Fall 2019:** Families who are not returning for the Summer and/or Fall 2019 are required to complete the enclosed "Notice of Withdrawal" with the last date of attendance indicated (30-day notice is required). Return this form to the front desk by January 25, 2019.
- **Families applying for Public Pre-K:** Families who are planning to apply for Public Pre-K at a local elementary school for Fall 2019 are required to indicate their intention on the enclosed "Notice of Withdrawal." Please note that our policies regarding withdrawal and schedule changes are still in effect after this form is completed (see form for additional details).
- **Updated Photo Release Form:** We have updated our photo release form (12/27/18) to include our Facebook Page and Go2s Group. Please complete and return the updated photo release form along with your registration forms. **Help us save a tree!** Turn in any unused registration forms to the front desk for future use.

Educare Learning Center

Registration Checklist

Easy Reference Guide for Educare Fees

January 25, 2019	Fall 2019 Re-registration Fees Due--\$75 per child/maximum of \$150 per family
February 15, 2019	Summer 2019 Activity Fees Due <ul style="list-style-type: none">➤ \$150 per child in Herons, \$75 per child in Cardinals, \$50 per child in Robins, \$25 per child in Goldfinches and Chickadees➤ \$250 Summer 2019 Non-Participation Fee (if applicable)
September 1, 2019	Curriculum Enhancement Fees Due-\$50 per child aged 12 months and older

School Year 2019-20 Registration

Due January 25, 2019

- Completed School Year 2019-20 Enrollment Form (one per child)
- Re-Registration Fees: \$75/child, max \$150/family
 - Online payment indication form (if applicable)
- Completed Re-Registration Policy Agreement

Summer 2019 Registration

Due January 25, 2019

- Completed Summer 2019 Enrollment Form (one per child)

Due February 15, 2019

- Summer Activity Fees: \$150 per child in Herons, \$75 per child in Cardinals, \$50 per child in Robins, \$25 per child in Goldfinches and Chickadees
 - Online payment indication form (if applicable)

Summer 2019 Non-Participation

Due January 25, 2019

- Completed Summer 2019 Enrollment Form indicating non-participation (one per child)

Due February 15, 2019

- Non-participation Fee: \$250/child
 - Online payment indication form (if applicable)

Preschool-Hours Only Program School Year 2019-20 Registration

Due January 25, 2019

- Completed School Year 2019-20 Enrollment Form (one per child)

Due February 15, 2019

- First month's preschool tuition payment (as applicable)

Notes:

- All registration payments may be paid via check or money order made payable to "Educare Learning Center" or "ELC", cash (must get receipt from front desk) or online (must request an e-invoice from Kim Mogard kmogard@educatewithcare.com to make a payment via QuickBooks Merchant Services and submit an online payment indication form with registration paperwork). Registration forms will not be processed without payment.
- All registration fees, activity fees, curriculum enhancement fees, and non-participation fees are non-refundable.
- Curriculum Enhancement Fees (\$50/child) are due by September 1, 2019 for all children enrolled in the 2019-20 School Year program. Families may choose to pre-pay the curriculum fee with their registration paperwork in January.

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