

Spring 2018

Dear Families:

Thank you for considering St. Jerome Early Childhood Center, a NAEYC (www.naeyc.org) accredited program, for your child! Families currently attending St. Jerome ECC must re-enroll for the upcoming school year. New families will need to apply as outlined below.

- ❖ **January 29** - Enrollment begins for All Currently Enrolled Children and Siblings
- ❖ **February 1** - Open Enrollment – All Welcome!



The following materials are required to complete the re-enrollment/application process:

- ❖ **Application Form - One form for each child enrolling (Attached)**
Both parent (or legal guardian) signatures required
- ❖ **ORIGINAL Birth Certificate - (New students only. A copy will be made in the office)**
- ❖ **\$175.00 Application/Supply/Student Insurance Fee (Non-refundable),**
OR VPK – 4 year old program only: 1. Certificate of Eligibility, 2. \$100 School Deposit (Non-refundable if your child does not begin on the first day of VPK in August 2018) AND, 3. The signed St. Jerome ECC VPK Parent Agreement /Attendance Policy

St. Jerome Early Childhood Center is foremost a Catholic school where the children are afforded opportunities to develop spiritually, socially, physically, and intellectually. To ensure that our goals and objectives are met, St. Jerome ECC feels it is important to maintain low child/staff ratios. Additionally, we seek to provide faith-filled, qualified teachers to work with our children. We also strive to keep tuition rates affordable for those families who are seeking a Catholic environment for their children. All Catholic families are encouraged to be registered, involved members of their Catholic parish. If your family would like assistance with connecting or re-connecting with a Catholic parish, we would be happy to assist you.

As we begin to consider our budget of the upcoming school year, we realize that finances are a valid concern when choosing a program for your child. Tuition rates for the 2018-19 school year will be finalized in May. The projected increase in tuition fees will help ensure that qualified, dedicated, faith-filled, caring professionals will continue to provide the high quality early childhood program that you have come to know at St. Jerome ECC. Tuition fees will increase no more than 5% from the current (2017-18) school year rates relative to the hours scheduled for each option. The current 2017-18 tuition rates are included below for your reference. The non-refundable application/supply fee of \$175.00 per child covers application processing, supplies & materials, and student accident insurance.

St. Jerome ECC operates Monday - Friday following a school year calendar. The Extended Day Program is optional and is available on a routine or as needed basis. Children enrolled in all age groups may opt to participate in our Extended Day Programs by paying the applicable fees. A Summer Program is also available. The 2018-19 school year calendar will be available in April.

St. Jerome ECC is self-supporting. Tuition, registration fees, donations, and fundraising events comprise our total income. We are a non-profit (501-c-3) entity. All income returns directly to the center as staff compensation, low teacher-student ratios, building maintenance, equipment and supplies, and staff professional development. Your children are enrolled in a quality, NAEYC accredited program due to your financial commitment and personal involvement. Please be assured that every effort is made to ensure that we are good financial stewards of your monies. We participate in *numerous* programs that provide our center with *many* items for which we would otherwise need additional funds. (Including, but not limited to: fundraising events, grant pursuits, Foundation Development, employer matching gifts, Scholastic Books, General Mills Boxtops, recycling ink cartridges.)

Regarding Voluntary Pre-Kindergarten (4 Year Olds): St. Jerome ECC plans to participate, for the thirteenth year, in the State VPK program for four-year olds. Families with eligible four-year olds are encouraged to enroll in our program, abiding by all policies and procedures of St. Jerome ECC. Families enrolling in the VPK four-year-old program are asked to carefully read the enclosed VPK Parent Agreement/Attendance Requirements as well as the enclosed letter to four-year old families and pledge card. A \$100.00 deposit will secure your child's space with St. Jerome ECC. The deposit will be forfeited if your child does not begin the VPK program on the first day of school at St. Jerome ECC in August 2018. Please see the VPK letter for more details.

All families returning to and interested in our center are asked to kindly recommend our program to other families seeking a Catholic, NAEYC accredited early childhood program for their children. Your assistance in promoting our program to your friends and family would be most gratefully appreciated.

We trust that each parent will make the decision that is best for his/her child. Enrolled families will receive additional required forms in May. Welcome Packets and a link to our Family Handbook will be available in August. Our Annual Family Orientation Meeting is required for all families and will be held just prior to the start of school in August. As you consider what program is appropriate for your child, you are more than welcome to visit our school and classrooms.

IMPORTANT: Families are reminded that St. Jerome ECC does not allow teacher or student placement requests. All families are asked to respect this long-standing, important policy. Everyone's cooperation is most appreciated as we have faith in each and every one of our educators and expect the same from all families who have chosen St. Jerome ECC.

If you have any questions about re-enrolling/applying for the upcoming school year, please call the ECC office.

We look forward to having you and your child as part of our St. Jerome ECC family for the upcoming school year.

Sincerely in Christ,

Denise Roach, Administrator
St. Jerome Early Childhood Center


For your reference, the yearly tuition and payment information for the **2017-18** school year at St. Jerome Early Childhood Center, based on the **three and ½ hour per day (3 year olds) or a three hour per day (2 year olds)** program, **was** as follows. Increases for the upcoming 2018-19 school year will be no more than 5% **above** the figures noted below relative to the hours scheduled for each option.

<u>2 Year Olds – 3 hour program</u>		<u>Annual Tuition</u>	<u>(Paid) Quarterly Tuition</u>	<u>(Paid) Monthly Tuition</u>
5 Half Days	(M-F)	\$4,600.00	\$1,150.00	\$460.00
3 Half Days	(MWF)	\$3,500.00	\$ 875.00	\$350.00
2 Half Days	(TTH)	\$2,750.00	\$ 687.50	\$275.00
<u>3 Year Olds – 3 ½ hour program</u>		<u>Annual Tuition</u>	<u>(Paid) Quarterly Tuition</u>	<u>(Paid) Monthly Tuition</u>
5 Half Days	(M-F)	\$4,950.00	\$1,237.50	\$495.00
3 Half Days	(MWF)	\$3,700.00	\$ 925.00	\$370.00
2 Half Days	(TTH)	\$2,900.00	\$ 725.00	\$290.00

Tuition payment schedule options are as follows: a) one annual payment due July 1; b) quarterly (4) payments due July 1, Oct. 1, Jan. 1, & April 1; or c) ten (10) monthly installments due July 1 through April 1. The initial payment will be prorated for those registering after classes begin, deducting the amount per day from the annual tuition amount. If a child withdraws during the year, tuition will not be refunded.

Extended Day Hours and Options: AM Extended Day (before 8:45) and PM Extended Day (after 12:15) will be available. "Routine Care" will be available at a prorated amount for those using extended day each attendance day. "As Needed Care" for those who need occasional care will also be available at an hourly rate, billed following that month's usage. Rates and hours for the **2018-19** school year will be determined and communicated to families in May.

Visit us online at: stjromeearlychildhoodcenter.org

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