



**Shepherd's Care Children's Center**  
 4200 Olney-Laytonsville Road  
 P.O. Box 280 • Olney, MD 20830  
 301-570-7566 • sccc@olneygoodshepherd.org

## Application for Admission 2021-2022

**Child's Full Name** \_\_\_\_\_

Submit a separate application for each child that you are enrolling. Only a parent/guardian may enroll a child.

### Programs and Tuition:

#### Bees Class: Age 3 by Date of First Attendance

9:00 a.m. – 1:00 p.m.

_____ 2 days a week	\$3,240.00 per year or 9 installments of \$360.00
_____ 3 days a week	\$4,005.00 per year or 9 installments of \$445.00
_____ 4 days a week	\$4,680.00 per year or 9 installments of \$520.00
_____ 5 days a week	\$4,905.00 per year or 9 installments of \$545.00

Adding a 5<sup>th</sup> day is only \$25 more per month.

**Please select days of attendance:**

\_\_\_ Monday \_\_\_ Tuesday\*^ \_\_\_ Wednesday\*+ \_\_\_ Thursday \_\_\_ Friday

#### Owls Class: Age 4 by September 1, 2021

9:00 a.m. – 1:00 p.m.

_____ 3 days a week	\$4,005.00 per year or 9 installments of \$445.00
_____ 4 days a week	\$4,680.00 per year or 9 installments of \$520.00
_____ 5 days a week	\$4,905.00 per year or 9 installments of \$545.00

Adding a 5<sup>th</sup> day is only \$25 more per month.

**Please select days of attendance:**

\_\_\_ Monday \_\_\_ Tuesday\*^ \_\_\_ Wednesday\*+ \_\_\_ Thursday \_\_\_ Friday

\* Chapel is held twice weekly. You must enroll on at least a Tuesday or Wednesday when Chapel is held.

^ Music class is held on Tuesdays.

+ Health and Fitness Class is held on Wednesdays.

(Enrichment availability for 2021-2022 is subject to provider availability and coronavirus safety guidelines. These days are subject to change due to weather or teacher absence.)

#### Extended Day Program (available Monday through Thursday)

1:00 p.m. – 3:00 p.m.

_____ 1 day a week	\$585.00 per year or 9 installments of \$65.00
_____ 2 days a week	\$1,125.00 per year or 9 installments of \$125.00
_____ 3 days a week	\$1,665.00 per year or 9 installments of \$185.00
_____ 4 days a week	\$2,205.00 per year or 9 installments of \$245.00

**Please select days of attendance:**

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday

We reserve the right to cancel the Extended Day Program due to low enrollment. Payment would be refunded.

Enrollment based upon availability of each day. Children with special needs will be considered for acceptance into Shepherd's Care Children's Center (SCCC) on an individual basis. We ask the parents to inform and discuss with the Director these needs prior to acceptance. We reserve the right not accept or disenroll any family whose needs we cannot meet or any family whose parents do not adhere to policies and procedures of SCCC.

All emergency and medical forms must be returned to the school no later than August 1, 2021. (Children must have completed forms on file before starting school. This is a requirement of Maryland licensing regulations).

## Tuition Policies:

- **A \$100 registration fee, a \$50 materials fee, and a deposit of one tuition installment are due with this application.**
- Families who are currently enrolled at Shepherd's Care for the 2020-2021 school year can delay payment of registration fee, materials fee, and deposit until May 31, 2021.
- The registration fee is non-refundable. The materials fee and deposit are refundable only if notice of withdrawal is submitted in writing to the Director prior to June 1, 2021.
- The deposit will be applied to your May tuition installment.
- Tuition installments are due by the 1<sup>st</sup> of each month, starting in September. After the 10<sup>th</sup> of each month, a 10% late fee will be assessed to the overdue balance.
- Returned checks will incur a fee of \$25.00. If an account has two (2) returned checks, all future payments will then be required to be made by certified funds.
- To withdraw during the school year, a thirty day notice is required and must be submitted in writing to the Director. The deposit paid with registration will be applied to your final tuition installment.
- There are no refunds or make-up days for unscheduled closures due to weather, emergencies, or days your child is absent from school.
- Drop-ins are welcome for our Extended Day Program for an additional \$25.00 per day or for our 9am-1pm Regular Day for an additional \$40.00 per day, if there is space available. Requests should be made to the Director with 24-hour notice.
- Discounts are applied, individually, in the following order when applicable:
  - 10% tuition discount for the younger child(ren), when two or more siblings are enrolled.
  - 5% tuition discount if you prepay your yearly tuition by September 10, 2021 or at the time of enrollment. Please ask the Director for yearly payment totals.
  - 10% tuition discount for communicant members of The Lutheran Church of the Good Shepherd. A communicant member is determined by the Pastor.

Please make all checks payable to: **SCCC**

I understand and accept all payment terms for this registration.

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Parent/Guardian Signature

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Date

Welcome to Shepherd's Care Children's Center. Your child is a special child of God and we feel privileged to share in their preschool experience. Please feel free to bring any questions or concerns to our Director.

## Family Information:

Child's Full Name \_\_\_\_\_ Name Used \_\_\_\_\_

Birthday (mo/day/yr) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Family Email \_\_\_\_\_

Parent \_\_\_\_\_

Parent \_\_\_\_\_

Profession \_\_\_\_\_

Profession \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Others in household (name, age, relationship) \_\_\_\_\_  
\_\_\_\_\_

Does your child have any special conditions of which the teacher needs to be aware of, such as allergies, fears, language difficulties, etc.? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there any other information that you feel would be helpful to the teachers? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about Shepherd's Care Children's Center? \_\_\_\_\_

I certify that the information on this application is correct to the best of my knowledge.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date