



School for Young Children
First Unitarian Universalist Church
93 W. Weisheimer Rd.
Columbus, Ohio 43214
www.syccolumbus.org
syc@syccolumbus.org

January, 2018

Dear Parent/Caregiver(s):

We are now accepting applications for the School for Young Children's 2018-19 school year. ***Please read this packet carefully—there are changes from last year!!*** If you have questions after reading the enclosed materials, call us at 614-267-0254.

To enroll your child, please mail or hand-deliver a completed application form along with a check or money order for the non-refundable registration fee of \$60 *per family* (not per child), to:

School for Young Children,
First Unitarian Universalist Church
93 W. Weisheimer Rd., Columbus, Ohio 43214

The 32-week school year is September 10, 2018 through May 17, 2019. There will be a 3-week winter break in December and a 1-week spring break in March or April. Class offerings and 2018-19 tuition rates are included in this packet.

REGISTRATION PROCEDURES:

1. Applications must be filled out completely including first, second and third choice of class (4th choice if applicable), and must be signed. A \$60 **non-refundable** registration fee must accompany each family's application(s) or they will not be processed. Make checks payable to "First UU Church-SYC." If we are not able to offer your child a space in the school sometime during the 2018-19 school year, that child's registration fee will be waived for the 2019-20 school year.
2. There will be ONE processing date for applications for the 2018-19 school year. The processing time for PRIORITY and NON-PRIORITY applicants will be **Friday, February 16, 2018 at 12:00 noon.**
 - Priority applicants are currently enrolled children, siblings of children who have attended SYC in the past, children of parents who attended SYC in the past and children whose parents are First UU Church MEMBERS. Non-Priority applicants are children of families who are new to SYC and whose parents are not members of First UU Church.

- Having priority status does not necessarily mean that you will get your first choice class. If you qualify for priority status but do not submit your application by February 16 at 12 noon, you will forfeit any advantage of being a priority applicant.
3. **ALL APPLICATIONS CAN BE SUBMITTED IMMEDIATELY and should be submitted no later than the processing time for best placement chances.** All applications received before the processing time will be treated as having arrived at the same time—it is not first-come, first-served. A lottery will be conducted and applicants placed into classes in an order determined by priority level and lottery number. *Preliminary class lists will be assembled from the applications we have received by Tuesday, February 20.*
 4. Any applications received after the February 16 processing date and time will be processed first-come-first-served, after the initial placements ONLY if spaces remain; it is likely that many or all classes will be filled and have long waiting lists after the processing dates have passed.
 5. *Due to common winter weather conditions and illness issues that frequently occur in the winter months, we strongly urge parents not to wait until the last minute to submit their applications. The processing times are firm.*
 6. If you have circumstances that you believe warrant individual consideration for a special class placement for your PRIORITY level child, please include a letter to the SYC Committee outlining your reasons along with your application. Applications with requests for special consideration must be received by **February 2, 2018.**
 7. Enrollment remains open until all classes are filled and wait lists are maintained all year. All classes will be offered assuming minimum enrollment numbers are reached.

Sincerely,
Amy Rudawsky and Susan Roscigno
Co-Directors

***IF YOUR CHILD IS CURRENTLY ENROLLED IN A 3-DAY-PER-WEEK CLASS:** It is our policy that these children will be given higher priority for a 3-or 4-day-per-week class for next year than children currently attending a 2-day per week class. This policy applies only to applications submitted by 12:00 noon on February 16, and to families whose current *tuition balance is not delinquent.*

This policy *does not guarantee* that current 3-day-per-week children will be automatically assigned to their **first choice** class or that they will be placed in a 3 or 4-day-per week class. Occasionally we have a higher number of highest priority kids than available spaces in those two classes (because of current 4-year-old children who decide to spend an extra year at SYC). Highest priority kids will, however, be placed on any waitlists before any lower priority children will be. For this reason it is critically important if your child is currently in a 3- or 4-day-per-week class that you *carefully* choose your SECOND CHOICE class on your application, because it is possible that you will not get your first choice class. If you later change your mind about your second choice, it might already be full with a wait list and you would end up at the bottom of that wait list. *Please speak with the office staff about factors that might be important to consider when making your second choice class selection.*

TUITION INFORMATION

Registration in the School for Young Children is made on a yearly basis. In order to keep tuition as low as possible and to meet our annual staff salaries and budget, SYC must be assured, at the time your deposit is paid, that the full year's tuition will be paid even if you withdraw your child(ren) at any time during the year. Individual withdrawal requests must be presented in writing for consideration to the SYC Committee for review within a reasonable time before withdrawal. Please read the Withdrawal Policy on the next page carefully.

A deposit (amounts listed below) is required to hold your place in school. This deposit amount is applied to the tuition. The deposit is due by Wednesday, April 11 2018, or 21 days after acceptance if acceptance is after March 19, 2018. Upon acceptance to the school you will receive a tuition contract to sign and return with your deposit, stating your payment method schedule for paying the balance of tuition.

Families with more than one child attending in the same year receive a 5% discount on the lower tuition amount(s) for the second (and any additional) child(ren).

SCHOLARSHIP INFORMATION:

Tuition assistance, based on financial need, is available for those who apply. Applications are available on our website or in the SYC office. **Scholarship applications must be turned in by 12 noon on Friday, February 16, 2018 for the best chance of receiving assistance.** If for some reason financial need changes (like a job loss or other unforeseen circumstance) after the scholarship application due date or some time during the school year, parents/caregivers can apply for assistance as long as funds are still available. Applications will be reviewed and assistance awarded by the SYC Committee. Recipients will be notified by mail. Recipients are also asked to give 10 hours of service to the school during the school year in return for this assistance.

Please make all SYC checks payable to: "FIRST UU CHURCH-SYC", or "FUUC-SYC"

Class	Total Yearly Tuition	Deposit Due 4/11/18	Balance	Monthly Payment (8 payments*)	Monthly Payment (10 payments**)
Mon-Wed AM 2's	1,653.00	185.00	1,468.00	184.00	147.00
Tues-Thurs AM 2's	1,653.00	185.00	1,468.00	184.00	147.00
Friday AM Younger 2's***	464.00	95.00	369.00	92.00***	N/A
Mon-Wed-Fri AM 3's	2,225.00	250.00	1,975.00	247.00	198.00
Tues-Thurs AM 3's	1,484.00	165.00	1,319.00	165.00	132.00
Tues-Wed-Thurs PM 3/4's	2,225.00	250.00	1,975.00	247.00	198.00
Mon-Wed-Fri AM 4's	2,225.00	250.00	1,975.00	247.00	198.00
Tues-Thurs AM 4's	1,484.00	165.00	1,319.00	165.00	132.00
Tue-Wed-Thur-Fri PM 4's	2,768.00	310.00	2,458.00	307.00	246.00

*8 payments: 8/1/18, 9/1/18, 10/1/18, 11/1/18, 12/1/18, 1/1/19, 2/1/19 and 3/1/19

**10 payments: 6/1/18, 7/1/18, 8/1/18, 9/1/18, 10/1/18, 11/1/18, 12/1/18, 1/1/19, 2/1/19 and 3/1/19

***4 payments: 12/1/18, 1/1/19, 2/1/19 and 3/1/19 of \$92 each (Half-year Young Friday 2's only)

SCHOOL FOR YOUNG CHILDREN
First Unitarian Universalist Church
93 W. Weisheimer Rd.
Columbus, Ohio 43214

2018-2019 WITHDRAWAL/REFUND POLICY

I. REGISTRATION FEE

\$60.00 per family. Non-refundable. No exceptions.

II. CONTRACT

Once signed, your tuition contract remains in force until a replacement is found and/or the SYC Committee votes to release you from your contract. Class openings will be filled in the order in which *written withdrawal requests* are received.

III. DEPOSIT

Amount - \$95.00 for 1-day-per-week, half-year class (2s); \$185.00 for 2-day-per-week class (2s); \$165.00 for 2-day-per-week classes (3s & 4s); \$250.00 for 3-day-per-week classes; \$310.00 for 4-day-per-week class.

The deposit is applied toward yearly tuition. Prior to the beginning of school, portions of the deposit *may* be refundable, depending upon withdrawal circumstances. See Withdrawal Policy below. **After July 18, 2018 the deposit is NOT refundable.**

IV. WITHDRAWAL POLICY

All withdrawal requests must be submitted *in writing* to the SYC Committee.

For withdrawal requests received on or before May 11, 2018: If your child's place in class is filled, you will be released from your contract and will receive an 80% refund of your deposit.

For withdrawal requests received on or before July 18, 2018: 1) If your child's spot is filled by the first day of school, 50% of the deposit will be refunded and you will be released from the contract; 2) If your spot is NOT filled before the start of school, your contract will remain in force until the spot is filled. Your deposit will not be refunded.

For withdrawal requests received after July 18, 2018: Your tuition contract will remain in force until the spot is filled. The tuition deposit will not be refunded, and a \$40.00 withdrawal processing fee will be assessed before any tuition refunds are made.

2018-2019 School for Young Children Application

Child's Full Name _____ / _____
Nickname you want us to use?

Date of Birth _____

#1* Parent/Caregiver Name _____ / _____
Nickname you want us to use?

Best* Phone _____

Address _____ City _____ Zip _____

Occupation _____ Other Phone _____

e-mail address** _____

#2* Parent/Caregiver Name _____ / _____
Nickname you want us to use?

Best* Phone _____

Address _____ City _____ Zip _____

Occupation _____ Other Phone _____

e-mail address** _____

- *Please designate as #1 the parent/caregiver who will be the child's most frequent contact between home and school, and the best phone number as the one where we are most likely to be able to contact that parent quickly.
- **We MUST have an e-mail address for Parent/Caregiver #1. An e-mail address for Parent/Caregiver #2 is optional.

Child's previous preschool experience: _____

List other children in family and their dates of birth:

Does this child have any *life-threatening* allergies or other medical situations (such as those requiring use of an epi-pen or other life-saving medication) that we need to be aware of? ___no ___yes If yes, please explain briefly.

Does this child have any *non-life threatening food allergies/sensitivities*? ___no ___yes If yes, please list food(s).

Does this child have an IEP or any diagnosed special learning needs? ___no ___yes If yes, please explain briefly.

Family Priority Status: Please check all that apply:

___ this child is currently attending SYC

___ sibling is currently attending SYC

___ sibling(s) attended SYC in previous year(s)

___ this child will be age 5 on or before 9/30/18

___ parent a member of 1st UU Church

___ parent attended SYC (give your name when you attended and what year(s) you attended):

___ our family is new to the SYC program

Child's Name: _____ Date of Birth _____

Please enroll my child in your 2018-19 program. I have indicated my 1st, 2nd and 3rd choices where possible.

<p><u>Older Two-Year-Olds*</u> (age 2 by 6/30/18)</p> <p>___ Mon-Wed, 9:30-12:00 noon ___ Tue-Thurs, 9:30-12:00 noon</p> <p><u>Half-Year Younger Two-Year-Olds**</u> <i>(Class begins in January 2019)</i> (age 2 between 6/30 - 9/30/18)</p> <p>___ Fridays, 9:30-12:00**</p>	<p><u>Three-Year-Olds</u> (age 3 by 9/30/18)</p> <p>___ Mon-Wed-Fri, 9:30-12:00 noon ___ Tues-Thurs, 9:30-12:00 noon</p> <p><u>Mixed 3's and Younger 4 Year-Olds</u> (age 3 by 9/30/18 and younger 4's)</p> <p>___ Tu-Wed-Thu, 12:45-3:15 p.m.</p>	<p><u>Four & Five Year Olds</u> (age 4 by 9/30/18)</p> <p>___ Mon-Wed-Fri, 9:30-12:00 noon ___ Tu-Wed-Th-Fr, 12:45-3:15 p.m.</p> <p><u>Four-Year-Olds (4 by 9/30/18) -- and older 3's (4 by 12/30/18) ONLY if class space permits</u></p> <p>___ Tues-Thurs, 9:30-12:00 noon</p>
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All classes will be offered assuming minimum enrollment numbers are reached.

*A parent/caregiver stays in class for 2-3 weeks in the older 2-day 2's classes; *2-day 2's classes begin at 1½ hours and *gradually* increase to the full 2½ hour class time.

**A parent/caregiver stays in class for the first 2-3 weeks or longer in the Younger Friday 2's class; the first class is 1 hr. long, and the class time gradually increases to the full 2½ hours.

I have read the accompanying tuition information and, upon payment of the tuition deposit, agree to pay the full year's tuition, if accepted. Enclosed is my \$60 registration fee, which I understand is non-refundable. **(Please make checks payable to First U.U. Church-SYC)**

Signed: _____

Date: _____

MAIL TO: School for Young Children
First Unitarian Universalist Church
93 W. Weisheimer Rd., Columbus, OH 43214

QUESTIONS? (614) 267-0254 or e-mail syc@sycolumbus.org