



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

February, 2021

Dear Parent/Caregiver(s):

We are now accepting applications for the School for Young Children's 2021-22 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.

****OF NOTE FOR THE 2021-22 SCHOOL YEAR****

Because of the continuing pandemic and the uncertainty it brings, we are currently enrolling only 3-5 year olds, and are limiting our class sizes to 12 children and 2 teachers per class. In addition, at this point we plan to continue our other pandemic protocols (outside most of the time, health screenings and strict health policy, increased cleaning, drop off / pick up outside) into the fall. We hope that the situation improves during the spring and summer and that we'll be able to add more teachers and children and open up the 2s room. We will keep a waitlist of children who don't get into a class right away, in hopes that we can expand our program soon and invite you to join us.

To enroll your child, please mail or hand deliver a paper copy of the application form on pages 6 and 7. You may also complete the application online at this link <https://forms.gle/EvDqiU36XE1QJbDv9>. The \$60 non-refundable application fee per family (not child) can be paid by check, money order, cash or credit card/PayPal payment on the SYC website, www.syccolumbus.org (\$2 convenience fee will be added). Paper applications can be mailed to:

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

The 32-week school year is September 13, 2021 through May 20, 2022. There will be a 3-week winter break in December and a 1-week spring break in March or April. Class offerings and 2021-22 tuition rates are included in this packet.

REGISTRATION PROCEDURES:

1. Applications must be filled out completely including first, second and third choice of class and must be signed. A \$60 **non-refundable** registration fee (\$2 convenience fee added to credit card/PayPal payments on

the SYC website, www.sycolumbus.org) must accompany each family's application(s) or they will not be processed. Make checks payable to "FUUC-SYC." If we are not able to offer your child a space in the school sometime during the 2021-22 school year, that child's registration fee will be waived for the 2022-23 school year.

2. There will be ONE processing date for applications for the 2021-22 school year. The processing time for PRIORITY and NON-PRIORITY applicants will be **Friday, March 12, 2021 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 March 12 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, March 16.*
4. Any applications received after the March 12 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 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/caregivers 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 **March 1, 2021.**
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.
8. A limited number of need-based scholarships are available. Scholarship applications can be found on our website and are due at the time of application.

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 March 12, 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 Tuesday, April 13, 2021, or 21 days after acceptance if acceptance is after March 22, 2021. 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, www.sycolumbus.org. **Scholarship applications must be turned in by 12 noon on Friday, March 12, 2021 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 sometime 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 email and 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: "FUUC-SYC"

Class	Total Yearly Tuition	Deposit Due 4/13/21	Balance	Monthly Payment (8 payments*)	Monthly Payment (10 payments**)
Mon-Wed-Fri AM 3's	2,773.00	310.00	2,463.00	308.00	246.00
Tues-Thurs AM 3's	1,850.00	210.00	1,640.00	205.00	164.00
Tues-Wed-Thurs PM 3/4's	2,773.00	310.00	2,463.00	308.00	246.00
Mon-Wed-Fri AM 4's	2,773.00	310.00	2,463.00	308.00	246.00
Tues-Thurs AM 4's	1,850.00	210.00	1,640.00	205.00	164.00
Tue-Wed-Thur-Fri PM 4's	3,450.00	385.00	3,065.00	383.00	306.50

*8 payments: 8/1/21, 9/1/21, 10/1/21, 11/1/21, 12/1/21, 1/1/22, 2/1/22 and 3/1/22

**10 payments: 6/1/21, 7/1/21, 8/1/21, 9/1/21, 10/1/21, 11/1/21, 12/1/21, 1/1/22, 2/1/22 and 3/1/22

SCHOOL FOR YOUNG CHILDREN
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2021-2022 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 - **\$210.00** for 2-day-per-week classes (3s & 4s); **\$310.00** for 3-day-per-week classes; **\$385.00** 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 16, 2021 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 7, 2021: 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 16, 2021: 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 16, 2021: 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.

2021-2022 School for Young Children Application

Online application can be submitted at this link: <https://forms.gle/EvDqiU36XE1QJbDv9>

Child's Full Name _____ / _____
Name your child will go by at school

Date of Birth _____

#1* Parent/Caregiver Name _____

Best* Phone _____

Address _____ City _____ Zip _____

Other Phone _____

E-mail address** _____

#2* Parent/Caregiver Name _____

Best* Phone _____

Address _____ City _____ Zip _____

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.
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Does your child have an IEP (Individualized Education Plan)? Yes No *please circle one*

As a community outreach program of the First Unitarian Universalist Church, we are a welcoming school--we do not discriminate upon the basis of race, color, religion, gender, sexual orientation, economic status, or cultural background of parents or children. In fact, we value and welcome the diversity that our families bring. As you feel comfortable, please provide us with the following information about your child:

Race/ethnicity: _____

Other individual/family characteristics that you'd like us to know about:

Child's Name: _____ Date of Birth _____

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 9/30/21

___ parent a member of 1st UU Church

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

___ this child was on the waitlist for the entire 2020-21 school year

___ this child was enrolled in a 2020-21 class that was cancelled

___ our family is new to the SYC program

Please enroll my child in your 2021-22 program. I have indicated my 1st, 2nd and 3rd choices where possible.

<u>Three-Year-Olds</u> (age 3 by 9/30/21) ___ Mon-Wed-Fri, 9:30-12:00 noon ___ Tues-Thurs, 9:30-12:00 noon <u>Mixed 3's and Younger 4 Year-Olds</u> (age 3 by 9/30/21 and younger 4's) ___ Tu-Wed-Thu, 12:45-3:15 p.m.	<u>Four Year Olds***</u> (age 4 by 9/30/21) ___ Mon-Wed-Fri, 9:30-12:00 noon ___ Tues-Thurs, 9:30-12:00 noon <u>Four and Five-Year-Olds</u> (age 4 by 9/30/21) ___ Tu-Wed-Th-Fr, 12:45-3:15 p.m.
All classes will be offered assuming minimum enrollment numbers are reached. ***Five-year-olds are in all our fours classes. We just tend to have more in the PM class.	

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 (\$2 convenience fee added if paid by credit card/PayPal on the SYC website, www.sycolumbus.org), which I understand is non-refundable. **(Please make checks payable to FUUC-SYC)**

Signed: _____

Date: _____

MAIL TO: School for Young Children
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QUESTIONS? (614) 267-0254 or e-mail syc@sycolumbus.org