



*St. Thomas Aquinas Early Childhood Center*  
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Dear Families:

Thank you for considering St. Thomas Aquinas Early Childhood Center for your child. St. Thomas Aquinas Early Childhood Center is now accepting applications for the 2015-2016 school year.

Registration begins at 8:00 a.m. until 2:00 p.m. Monday through Friday.

The following materials are needed to complete the application process:

Application Form (one for each child)

Original Birth Certificate (copy made in ECC office) Returning students do not need to submit additional birth certificate if one is already on file.

**EC2 & EC3 Only**

**\$150 non-refundable** registration/re-enrollment fee.

**VPK ONLY**

**\$100 deposit to secure your child's space in the VPK program. This deposit will be reimbursed once enrollment is completed and your child begins school in August or can be applied to the VPK service fee if you will be using Early Drop or Lunch Bunch services. The process for VPK enrollment is not complete until the school receives the Certificate of Eligibility.**

**VPK Certificate of Eligibility**

Parents must obtain the VPK Certificate of Eligibility in person at the Early Learning Coalition or by going online to: [www.phelc.org](http://www.phelc.org). Click on "For Parents", "Voluntary Pre-Kindergarten", then "Certificates". Parents must come into the E.C.C. office with all paperwork completed, registration fees and required signatures. Please do not send registration forms and checks in your child's backpack. All 2014-2015 fees must be current prior to registration. Please contact the E.C.C. office if you have any questions or concerns.

St. Thomas Aquinas Early Childhood Center is, foremost, a Catholic school where two, three and four year olds are given the opportunity to develop spiritually, socially, physically and intellectually. To ensure that our goals and objectives are met, the administration of St. Thomas Aquinas E.C.C. feel that it is important to maintain a child/staff ratio of no more than ten to one (age varies with age group). We seek to provide faith-filled, qualified teachers to work with our children. At St. Thomas Aquinas E.C.C. we continually strive to offer you the best possible program at an affordable rate.

St. Thomas Aquinas Early Childhood Center is self-supporting. Tuition, registration fees and fundraising events comprise our total income and families are requested to support all fundraising events during the year. We are a non-profit organization. All income returns directly to the center in the form of staff compensation, low teacher-student ratios, building maintenance, equipment and supplies and staff professional development. Your children are enrolled in a quality program due to your financial

commitment and personal involvement. We participate in numerous programs that provide our center with many items for which we would otherwise need additional funds. Programs include: Campbell's Labels For Education, General Mills Box Tops For Education, Funding Factory (cell phones and ink cartridges), Scholastic Book Clubs, fundraising events and grant pursuits.

In providing a quality, affordable program, it is necessary for St. Thomas Aquinas Early Childhood Center to utilize its teachers and classrooms to full capacity as often as possible. Our two year old and three year old programs offer several options. These children, who are experiencing school for the first time, are able to ease gradually into the school environment. Our four year old VPK program is offered five mornings per week (mandatory).

For your reference in considering the tuition and payment information for the 2015-2016 school year, we are providing the 2014-2015 yearly tuition based on a three hour per day program. Increases would be no more than 3% above the figures noted below:

**2014-2015 Tuition Fees:**

<u>Annual Tuition</u>		or	<u>Ten Monthly Payments</u>	
5 half days	\$ 3,400		5 half days	\$ 340
3 half days	\$ 2,850		3 half days	\$ 285
2 half days	\$ 2,300		2 half days	\$ 230

Tuition payments may be paid as follows: one annual payment, quarterly payments or 10 monthly payments. If a child withdraws during the year, tuition will not be refunded.

**First tuition payment is due by July 1, 2015.**

Open registration begins on Wednesday, February 4<sup>th</sup>. If you know a family looking for a program "Where Faith, Fun and Learning Begin", please invite them to visit St. Thomas Aquinas Early Childhood Center. We'd love to have them join our STAECC family! If they register their child and begin school in the Fall, you will receive a \$25 credit towards tuition or Lunch Bunch.

I trust that every parent will make the decision that is best for their child. Registered families will receive a welcome letter and school calendar in a mailing in June. This letter will outline the Parent Orientation meeting that all families are required to attend prior to school beginning in late August. **Parents are reminded that our policy does not allow teacher requests or requests to place certain children together.**

If you have any questions regarding the upcoming year, please call the school office before your registration period is over, so that you can come prepared to register and not experience any delay. We look forward to having you and your child as a part of our St. Thomas Aquinas family for the upcoming year.

God bless you,

Cynthia McKallip, Administrator  
St. Thomas Aquinas E.C.C.



**St. Thomas Aquinas Early Childhood Center  
Application For Admission  
2015-2016**

\_\_\_\_\_ Re-enrollment      \_\_\_\_\_ New Student      Date of Application \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **Name preference (if different)** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Gender** \_\_\_\_ **SS#** \_\_\_\_\_ **U.S. Citizen? Yes** \_\_\_\_ **No** \_\_\_\_

Father's Name: \_\_\_\_\_ SS# \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell # \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ SS# \_\_\_\_\_

Address (if different): \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell # \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Primary language spoken in the home: \_\_\_\_\_ Second language spoken in the home: \_\_\_\_\_

Siblings at home (names and ages): \_\_\_\_\_

\*If applicable, attach a copy of the shared parental responsibility of the final judgment of the disillusionment of marriage:

Primary Residential Parent: \_\_\_\_\_ Secondary Residential Parent \_\_\_\_\_

Guardian (if other than parents): \_\_\_\_\_ Relationship \_\_\_\_\_

Catholic \_\_\_\_ Non-Catholic \_\_\_\_ Parishioner of St. Thomas Aquinas Church? \_\_\_\_\_ Envelope # \_\_\_\_\_

Member of another church? Please name \_\_\_\_\_

Has your child ever been evaluated, recommended or participated in a special needs program? Yes \_\_\_\_ No \_\_\_\_

If so, please explain \_\_\_\_\_

Are there any limitations that we should be aware of? \_\_\_\_\_

Does your child have any allergies? Yes \_\_\_\_ No \_\_\_\_ If yes, list allergies: \_\_\_\_\_

Is medication required? \_\_\_\_ Do you have a doctor's plan of treatment? \_\_\_\_ If yes, please submit a copy.

We/I attest that all information included on this application form is true and accurate. I understand that any willful omission or untrue statement may warrant the non-acceptance or dismissal of my child from the school program at St. Thomas Aquinas Early Childhood Center.

Father/Stepfather/Guardian Signature \_\_\_\_\_

Mother/Stepmother/Guardian Signature \_\_\_\_\_

I am enrolling my child in the following program:

EC2 ~ Child must be two years old on or before September 1, 2015 and toilet trained or in progress (pull-ups)

9:00 a.m. - 12:00 p.m.      \_\_\_\_\_ Two days (Tues., Thurs.)  
   \_\_\_\_\_ Three day (Mon., Wed., Fri.)

EC3 ~ Child must be three years old on or before September 1, 2015

9:00 a.m. - 12:00 p.m.      \_\_\_\_\_ Five days  
   \_\_\_\_\_ Three days (Mon., Wed., Fri.)  
   \_\_\_\_\_ Two days (Tues., Thurs.)

EC4 ~ Child must be four years old on or before September 1, 2015

9:00 a.m. - 12:00 p.m.      \_\_\_\_\_ Five days - VPK

**Programs Offered:**

**Lunch Bunch - Daily**

12:00 - 1:00 p.m.  
12:00 - 2:00 p.m.  
12:00 - 3:00 p.m.

**Early Drop - Daily**

8:30 a.m.

School Year: Late August - Late May

TUITION plans are available for annual, quarterly or 10 payments starting July 1<sup>st</sup> and ending April 1<sup>st</sup>

**For Office Use Only:**

\_\_\_\_\_ Registration/Supply Fee      Date Paid \_\_\_\_\_  
\_\_\_\_\_ VPK Wrap-Around Service Fee      Cash \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_