



## Registration Packet 2023-2024 School Year

100 Welsh Park Drive  
Rockville, MD 20850  
301-424-8065  
www.eccpreschool.com

### Registration Process

For each child, bring one completed copy of the attached registration form, Tuition Express form, and a check for **Tuition Payment 1 + \$150 Registration Fee**. **If you are already enrolled in Tuition Express you do not need to bring an additional check, you will be charged Tuition Payment 1 and \$150 Registration fee through Tuition Express.**

- Registrations will be processed as they are received and can be emailed to [info@eccpreschool.com](mailto:info@eccpreschool.com) or dropped off at the office. See the Registration Schedule of this packet for more information.
- **Tuition Payment 1 and the \$150 Registration Fee are non-refundable once your child is placed.** You will be notified by email once your child is placed. In the event that we are unable to place your child, your payment will not be processed.
- Tuition Payment 1, or a portion thereof, is refundable **only in the following limited circumstances**:
  - Full refund: If withdrawal of your child is due to your child needing early childhood intervention services provided by Montgomery County, including but not limited to PEP, Child Find, or preK-3 enrollment, Tuition Payment 1 will be refunded.
  - Partial refund: If your child was placed or enrolled in both morning classes and Afternoon Adventures and you withdraw from Afternoon Adventures due to your child needing early childhood intervention services provided by Montgomery County, including but not limited to PEP, Child Find, or preK-3 enrollment, the Afternoon Adventures portion of Tuition payment 1 will be refunded.
- **Class Assignment:** ECC attempts to balance classes according to age, gender, and developmental level. Therefore, when class lists are being finalized, we reserve the right to amend your child's placement in consultation with parents.
- **Wait Lists:** As each class is filled, names will be taken for a Wait List. There is no charge to have your child's name placed on the Wait List.

*The Early Childhood Center admits students of any race, color, religion, national and ethnic origins to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.*

## General Information

- **Program Details:** ECC offers preschool classes for children ages 2 to 5, with small class sizes and flexible schedules. Information about our programs can be located at <https://www.eccpreschool.com/programs>.
  - **Morning Classes:** Morning classes run from 9:00am to 12:20pm.
  - **Afternoon Enrichment:** Afternoon Adventures is an afternoon enrichment program that runs from 12:20pm to 3:00pm. It encourages hands-on exploration of interesting topics including science, art and literacy. Children wishing to enroll in Afternoon Adventures must be attending one of our morning classes. A short rest time, about 30 minutes, is provided during the afternoon program and is included in the fee.
  - **Early Birds:** Early drop-off starting at 8:15am is available. Mixed age-level children play under the care of an ECC staff member until class begins at 9:00 am. The cost is \$20 per morning. The full fee applies regardless of what portion of the 45 minutes is used—*fees are not prorated*.
- **Class Size:** ECC is proud to have low teacher/child ratios in its classes. Class size is not only determined by the size of the physical space, but also class makeup and age of the children.
- **Calendar:** ECC closely follows the Montgomery County Public School calendar for breaks and closings. Please see the ECC calendar on the website.
- **Summer Program:** ECC offers an optional Summer Program from mid-June through the end of June. Program information will be made available by the end of February 2024.
- **Information Sharing:** Please note that the family's mailing address, phone, email address, parent's and child's name along with child's birth date will be shared with other ECC families in the form of a class list/directory. Email addresses will be added to the school listserv in order to maintain good communication between the school and your family. Parents are reminded that this information is to be used only for ECC business and not for other solicitations.



## 2023-2024 Registration Schedule

ECC student registration schedule for 2023-2024 is outlined below. **This year we encourage families to use the email option for registration.** If you would prefer not to email the Tuition Express form with a copy of a check, you may drop the Tuition Express information off anytime the week of your registration, in the locked, black mailbox at the ECC front door. Registrations will be processed the day they are received and can be emailed to [info@eccpreschool.com](mailto:info@eccpreschool.com) or dropped off at the office. **In-person registration will be held at 100 Welsh Park Drive, Rockville, Maryland outside of Building 2.** If you opt for in-person registration, please form a line, along the sidewalk when you arrive. **Emailed registration may be emailed to [info@eccpreschool.com](mailto:info@eccpreschool.com) beginning at 8:30am.**

- **Monday, January 23 - Friday, January 27, 2023 8:30 am – 1:00 pm: Current Families**  
In-person and email registration for current ECC students and their siblings.  
Mailed registration will be processed after all *current* emailed and in-person registration is complete.
- **Thursday, January 26 - Friday, January 27, 2023 8:30 – 1:00 pm: Former and Returning Families**  
In-person and email registrations for former families and returning students.  
Mailed registration will be processed after all emailed and in-person registration is complete
- **Wednesday, February 1 - 2023 8:30 – 1:00 pm: New Families**  
In-person and email registrations for new students.  
Mailed registration will be processed after all emailed and in-person registration is complete.

### Inclement weather schedule

In the event that ECC is closed or has delayed openings on days scheduled for registration only email registration will be accepted on those days, in-person registration will proceed on the next day classes run on a regular schedule.

### Class Notification

ECC will notify families of student class placement no later than Tuesday, February 14 at 3pm via email. If for some reason, families do not receive an email, you can call the office or email on Wednesday, February 15 starting at 8:30am. If inclement weather disrupts the registration schedule, notification may be delayed. We will communicate with families as much as possible if such a situation arises.

## Enhanced COVID Protocols

With the safety of children and staff as a priority, we have developed ECC COVID protocols in compliance with directives from the Center for Disease Control (CDC), Maryland State Department of Education (MSDE), and the Montgomery County Health Department. We do not know what COVID protocols for next fall will look like at this time. We continue to monitor the COVID situation and may add to, or modify, any ECC policies, including these, as we believe may be necessary and appropriate.

### Class Cohorts

- Children are assigned to classes of up to 10 children with 2 teachers in each classroom and up to 16 children with 2 teachers in the larger, Monday-Friday pre-k classroom.
- Adequate supplies are available to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc.) or are limited to use by one group of children at a time and cleaned and disinfected between uses.
- Classes will spend as much time outside as possible. Please make sure to send weather appropriate clothing.

### Drop-off/pick-up protocols

- ECC students are dropped off at the ECC front door with an ECC staff member.
- Car and walker pick-up are conducted outside, in the circle, at the entrance to the property.

### Healthy environment

- Children and staff are required to wash their hands upon entry to the building, and frequently throughout the day.
- High-touch surfaces, such as door handles, light switches, faucets, toilet seats and handles are disinfected frequently.
- Classroom materials and toys are sanitized frequently.

### COVID symptom communication

- In the event that someone in the school community receives a positive test result, an email will be sent to close contacts and to the school to notify a case has been reported.
- Families must promptly notify the school in the event that a child or any member of the child's household(s) has symptoms or a positive COVID test.

## Tuition

- **Tuition Payment 1 is due at registration. You may choose a tuition payment plan for the remaining school year tuition.**
  - 9 equal monthly payments due the first of the month, August-April
  - 4 equal payments due August 1, October 1, January 1, and March 1
  - 1 payment due August 1
- **Sibling Tuition Rate:** When registering more than one child from the same family, the older child will be charged full tuition. Each child, thereafter, will receive a 5% discount in tuition.
- **Unitarian Universalist Congregation of Rockville (UUCR) Discount:** Members of UUCR will receive a 5% discount in tuition for one child in the family. When registering more than one child in the same family, the discount will apply only to the younger child. We will not be able to combine with sibling discount.
- **There are no additional fees. Supplies for each child are included in the registration and tuition payment plan.**

### PRICING 2023-2024 SCHOOL YEAR 10 EQUAL PAYMENTS

	9:00am – 12:20pm Morning Class Only	9:00am – 3:00pm Morning Class with Afternoon Adventures
Tuesday/Thursday	\$405	\$704
Monday/Wednesday/Friday	\$577	\$1050
Monday – Friday	\$896	\$1588
Monday-Friday Morning with Tuesday/Thursday Afternoon Adventures		\$1213
Monday-Friday Mornings with Monday/Wednesday/Friday Afternoon Adventures		\$1360



# Registration Form 2023-2024 School Year

100 Welsh Park Drive  
Rockville, MD 20850  
301-424-8065  
www.eccpreschool.com

*Please complete one form per child*

**Office use only** Registration # \_\_\_\_\_

**DESIRED CLASS:** (Please select)

Morning Class Preference:    Monday – Friday            Monday/Wednesday/Friday            Tuesday/Thursday

Afternoon Adventures:        Monday – Friday            Monday/Wednesday/Friday            Tuesday/Thursday

**STUDENT INFORMATION:**

Child's First Name \_\_\_\_\_ Child's Last Name \_\_\_\_\_ Nickname \_\_\_\_\_

Gender \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

Current ECC Student     New Student     Sibling of Current Student     Sibling of Former Student

**FAMILY INFORMATION:**

Parent/Guardian 1 \_\_\_\_\_ Parent/Guardian 2 \_\_\_\_\_

Parent/Guardian1 Mailing Address \_\_\_\_\_

Parent/Guardian2 Mailing Address (if different than above) \_\_\_\_\_

Parent/Guardian 1 Phone: H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_

Parent/Guardian 2 Phone: H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_

Parent/Guardian1 E-mail Address (to be included in parent listserv) \_\_\_\_\_

Parent/Guardian2 E-mail Address (to be included in parent listserv) \_\_\_\_\_

**Attached is a non-refundable payment that includes \$150 Registration fee plus Tuition Payment 1.**

- Registration Fee and Tuition Payment 1 are non-refundable and non-transferable. \_\_\_\_\_ *(initial)*
- I understand that this registration for enrollment is non-binding, and is not a guarantee of placement for my child at ECC. In the event you withdraw before the school year begins, you must notify ECC with written withdrawal before July 1 to not be responsible for your August 1 Tuition Payment. \_\_\_\_\_ *(initial)*
- ECC reserves the right to dismiss any child for whom we are unable to meet the child's needs. \_\_\_\_\_ *(initial)*
- **Paying with Tuition Express:** I authorize ECC to charge Tuition payment 1 and Registration Fee for the 2023-2024 school year. \_\_\_\_\_ *(initial)*

By signing the application below, I understand that parent/guardian names, mailing address, email address, phone numbers, and child's name and date of birth will be distributed to ECC families in the form of a class list/directory. If you would like to exclude some or all of your family information, please indicate below what you would like excluded. In addition, all parent email addresses will be added to the parent listserv so that you may receive office communications. Please exclude the following information (note if any): \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

Were you referred by a current or former ECC family? Referred by \_\_\_\_\_

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