



## Registration Packet 2022-2023 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 + \$125 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 \$125 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 \$125 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 per morning. The full fee applies regardless of what portion of the 45 minutes is used—*fees are not prorated*. **Due to current COVID protocols, the Early Bird program is not currently available, but it will be reinstated when the COVID situation improves.**
- **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 two-week Summer Program from mid-June through the end of June. Program information will be made available by the end of February 2022.
- **Information Sharing:** Please note that the family's mailing address, phone, email address, parent's and child's name along with his/her 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.

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## 2022-2023 Registration Schedule

ECC student registration schedule for 2022-2023 is outlined below. **This year we encourage families to use the email option for registration due to the current surge in COVID cases.** 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, maintaining 6 feet of distance between you and the person in front of you, along the sidewalk when you arrive. **Masks must be worn by everyone on campus over the age of 2.** Emailed registration may be emailed to [info@eccpreschool.com](mailto:info@eccpreschool.com) begin at 8:30am.

- **Tuesday, January 25 - Thursday, January 27, 2022 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 27 - Friday, January 28, 2022 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
- **Tuesday, February 1 - 2022 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 15 at 3 pm via email. If for some reason, families do not receive an email, you can call the office or email on Wednesday, February 16 starting at 8:30 am. 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 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 16 children with 2 teachers in the larger, Monday-Friday pre-k classroom.
- Classroom groups are stable in that the same group of children and the same teachers remain in the same classroom throughout the day (cohort separation).
- Only one group may use the outdoor playground area at a time. Play equipment is professionally cleaned between each group's use.
- 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

- Student drop-off is staggered.
- Adults and children over the age of 2 must wear masks on campus.
- Adults other than ECC staff will not be permitted to enter the ECC building.
- Health screening conducted at drop off which includes temperature check, whether the child or anyone in the household has COVID symptoms, any signs of illness in the child, or any recent exposure to COVID.
- Car and walker pick-up are conducted outside in the circle at the entrance to the property.

### Healthy environment

- Adults and children over the age of 2 must wear masks on campus. Staff must wear a mask while working and at all times on campus.
- Masks will be worn at all times except while eating, drinking or resting. Masks will be changed anytime they are soiled or wet.
- Children and staff are required to wash their hands upon entry to the building, and frequently throughout the day.
- Classroom windows are kept open, to the extent practical, to increase air flow. Air purifiers have also been added to each classroom.

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- High-touch surfaces, such as door handles, light switches, faucets, toilets seats and handles are disinfected frequently. Bathrooms are thoroughly cleaned between each class.
- Classroom materials and toys are sanitized daily.

#### COVID symptom communication

- In the event that someone in the school community shows symptoms of COVID-19 or receives a positive test result, the director will call the County Health Department and MSDE Office of Child Care. The Health Department will review the situation and advise the school about procedures to follow, and if necessary, the length of closure of the facility and any quarantine requirements for staff, children and families. The director will then notify parents of any such directives.
- Families must promptly notify the school in the event that a child or any member of the child's household(s) will be traveling to any location (including within the United States)

## 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 is no additional supply fee. Supplies for each child are included in the tuition payment plan.

### PRICING 2022-2023 SCHOOL YEAR 10 EQUAL PAYMENTS

	9:00am – 12:20pm Morning Class Only	9:00am – 3:00pm Morning Class with Afternoon Adventures
Tuesday/Thursday	\$403	\$700
Monday/Wednesday/Friday	\$560	\$1000
Monday – Friday	\$870	\$1512
Monday-Friday Morning with Tuesday/Thursday Afternoon Adventures		\$1155
Monday-Friday Mornings with Monday/Wednesday/Friday Afternoon Adventures		\$1295



# Registration Form 2022-2023 School Year

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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 \$125 Registration fee plus Tuition Payment 1.**

- Registration Fee and Tuition Payment 1 are non-refundable. \_\_\_\_\_ *(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 his/her needs. \_\_\_\_\_ *(initial)*
- **Paying with Tuition Express:** I authorize ECC to charge Tuition payment 1 and Registration Fee for the 2022-2023 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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