



School for Young Children  
First Unitarian Universalist Church  
93 W. Weisheimer Rd.  
Columbus, Ohio 43214  
[www.school-for-young-children.com](http://www.school-for-young-children.com)  
[syc@firstuucolumbus.org](mailto:syc@firstuucolumbus.org)

January, 2011

Dear Parent(s):

We are now accepting applications for the School for Young Children's 2011-12 school year. **Please read this packet carefully!!** 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 \$50 to:

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

If you have questions after reading the enclosed materials, call us at 614-267-0254.

The 32-week school year is September 12, 2011 through May 18, 2012. There will be a 3-week winter break in December and a 1-week spring break in March or April. Class offerings and tuition rates are listed on the enclosed application and registration materials.

#### REGISTRATION PROCEDURES:

1. Applications must be filled out completely including first, second and third choice of class, and must be signed. A \$50 non-refundable registration fee must accompany each application or it will not be processed. Make checks payable to First Unitarian Universalist Church and note "SYC Registration" on the bottom memo line. If we are not able to offer your child a space in the school sometime during the 2011-12 school year, that child's registration fee will be waived for the 2012-13 school year.
2. The processing date and time for applications for the 2010-11 school year will be **February 19, 2010 at 3:15 p.m.** *This means that preliminary class lists will be assembled from all applications that have been received by that time and that applicants applying after that time will be placed in classes and/or on waitlists on a first come, first serve basis as class space is available.* Barring unforeseen complications, applicants will be notified of placements and wait list status by e-mail on or before Monday, February 28.
3. **Applications can be submitted immediately and should be submitted BEFORE 3:15 p.m. on Friday February 18 for the best likelihood of first-choice placement.** Due to common winter weather and illness issues more likely to occur in the winter months, we strongly urge that parents not wait until the last minute to submit applications. Applications received after February 18 at 3:15 p.m. will be processed first-come-first-served and it is possible that many classes will be filled and have waitlists after that time.
4. Currently enrolled children, siblings of children who have attended SYC in the past, and children of First UU Church MEMBERS will be given priority status for placement. Their applications will be processed first on the processing date. This priority status means you will have a place in the school, but not necessarily your first choice.\* If applications received by 3:15 p.m. on February 18 exceed available class space, a lottery will be

held to determine placement order and the order of any class wait lists. **Important Note:** If you qualify for priority status and do not submit your application by February 18 at 3:15 p.m., you will forfeit any advantage of being a priority applicant. After the priority applications are processed, we begin processing non-priority applicants.

5. If you want to enroll a child in more than one SYC class, you must submit a separate application for the second-choice class (including an additional registration fee) and indicate on the application that this is an application for an additional class for that child. Applications for those wishing to place their child in an additional SYC class will be processed on Monday, March 7, 2011, at 10 a.m. Priority applicants will be placed first, the order determined by lottery. Also be aware that if you intend to enroll your child for morning and afternoon classes which meet on the same day, you will need to provide or arrange child care for the 45 minutes between classes on those days.
6. If you have circumstances that you believe merit individual consideration for a special class placement for your child, please include a letter to the SYC Committee outlining your reasons along with your application. Applications requesting special consideration must be received by February 18 at 3:15 p.m.
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. Typically most children on the wait lists are offered placement, but there is no guarantee of placement.

Sincerely,

**Stephanie Rottmayer**

Director

**\*IF YOUR CHILD IS CURRENTLY ENROLLED IN A 3-DAY-PER-WEEK CLASS:** It is our policy that these children will not be cut back to a 2-day-per-week class for the coming year (unless you specifically request that). This policy applies only to applications submitted by 3:15 p.m. on February 18, to families whose current *tuition balance is not delinquent*. This policy does *not* guarantee that your child will be automatically assigned to your **first choice** class. There are two 4-year-old classes which are not 2-days, the MWF am 4s, and the TWThF pm 4s. For people in this situation, it is especially important 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. *Please see us in the office if you need advice or help determining how to select your class choices.*

## 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 of \$100 (Younger 2's); \$150 (2-day classes); \$200 (3-day classes); or \$250 (4-day class) per child per class is required to hold your place in school. This deposit amount is applied to the tuition. The deposit is due by Friday, April 15, 2011, or 3 weeks after acceptance if application is made after April 15. 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).

### TUITION ASSISTANCE INFORMATION:

Limited tuition assistance is available for those who apply. Applications are available in the SYC office. **Tuition Assistance applications must be turned in by noon on Friday, March 18, 2010.** Applications will be reviewed and assistance awarded by the SYC Committee shortly thereafter. No assistance awards can be offered after that time. Recipients will be notified by mail. Recipients are 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 U. U. CHURCH or F.U.U.C.*

Class	Total Yearly Tuition	Deposit Due 4/15/11	Balance	Monthly Payment (8 payments*)	Monthly Payment (10 payments**)
Mon-Wed AM 2's	\$1,377	\$150	\$1,227	\$153	\$123
Tues-Thurs AM 2's	\$1,377	\$150	\$1,227	\$153	\$123
Friday AM Younger 2's	\$689	\$100	\$589	\$74	\$59
Mon-Wed-Fri AM 3's	\$1,854	\$200	\$1,654	\$207	\$165
Tues-Thurs AM 3's	\$1,236	\$150	\$1,086	\$136	\$109
Tues-Wed-Thurs PM 3/4's	\$1,854	\$200	\$1,654	\$207	\$165
Mon-Wed-Fri AM 4's	\$1,854	\$200	\$1,654	\$207	\$165
Tues-Thurs AM 4's	\$1,169	\$150	\$1,019	\$127	\$102
Tue-Wed-Thur-Fri PM 4's	\$2,307	\$250	\$2,057	\$257	\$206

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

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

## SCHOOL FOR YOUNG CHILDREN

First Unitarian Universalist Church  
93 W. Weisheimer Rd.  
Columbus, Ohio 43214

### 2011-2012 WITHDRAWAL/REFUND POLICY

#### I. REGISTRATION FEE

\$50.00 per application, per child, per class. 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 - \$100.00 for 1-day-per-week class; \$150.00 for 2-day-per-week classes; \$200.00 for 3-day-per-week classes; \$250.00 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 Friday, July 15, 2011 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 13, 2011: 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 15, 2011: 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 15, 2011: 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.

# 2011-2012 School for Young Children Application

Child's Full Name \_\_\_\_\_ / \_\_\_\_\_ Gender \_\_\_\_\_ Birthdate \_\_\_\_\_  
Nickname you want us to use?

#1\* Contact Parent Name \_\_\_\_\_ / \_\_\_\_\_ Best\* Phone \_\_\_\_\_  
**Please circle:** Mother Father Partner

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 e-mail \_\_\_\_\_ Other Phone \_\_\_\_\_ Occupation \_\_\_\_\_

#2 Contact Parent Name \_\_\_\_\_ / \_\_\_\_\_ #2 Phone \_\_\_\_\_  
**Please circle:** Mother Father Partner

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 e-mail \_\_\_\_\_ Other Phone \_\_\_\_\_ Occupation \_\_\_\_\_

\*Please designate as #1 the parent who will be the child's most frequent contact between home and school, and the #best phone number where we are most likely to be able to contact that parent quickly.

**Please enroll my child in your 2011-12 program.** I have indicated my 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices where possible:

<p><b><u>Older Two-Year-Olds*</u></b> (age 2 by 6/30/11)</p> <p>___ Mon-Wed, 9:30-12:00 noon                  ___ Tue-Thurs, 9:30-12:00 noon</p> <p><b><u>Younger Two-Year-Olds**</u></b> (age 2 between 6/30 - 9/30/11)</p> <p>___ Fri., 9:30-12:00 noon</p>	<p><b><u>Three-Year-Olds</u></b> (age 3 by 9/30/11)</p> <p>___ Mon-Wed-Fri, 9:30-12:00 noon                  ___ Tues-Thurs, 9:30-12:00 noon</p> <p><b><u>Three/Four Year-Olds</u></b> (age 3 by 9/30/11 and young 4's)</p> <p>___ Tu-Wed-Thu, 12:45-3:15 p.m.</p>	<p><b><u>Four &amp; Five Year Olds</u></b> (age 4 by 9/30/11)</p> <p>___ Mon-Wed-Fri, 9:30-12:00 noon                  ___ Tues-Thurs, 9:30-12:00 noon                  ___ Tu-Wed-Th-Fr, 12:45-3:15 p.m.</p>
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All classes will be offered assuming minimum enrollment numbers are reached.  
 \*Parents stay in class for 2-4 weeks in the 2-day 2's classes.  
 \*2-day 2's classes begin at 1½ hours and *gradually* increase to the full 2½ hour class time.  
 \*\*Parents stay 4-8 weeks in Younger Friday 2's class; First class is 1 hr. long then very gradually increases to the full 2½ hours as the children are ready

Child's previous preschool experience \_\_\_\_\_

List other children in family and their dates of birth \_\_\_\_\_

**Priority Status:** Check any/all that apply:

sibling attended SYC     parent a member of 1st UU Church     parent attended SYC     this child attended SYC

➔ Please complete the next page (or the reverse side of this page) ←

*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 \$50 registration fee, which I understand is non-refundable.*

**(Make all checks payable to First U. U. Church or F.U.U.C)**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Office Use Only**

P01 P02 P03 P04 P05 P06 P07

Reg. Fee: \_\_\_\_\_

QUESTIONS?    (614) 267-0254 or e-mail [syc@firstuucolumbus.org](mailto:syc@firstuucolumbus.org)

Please explain briefly below anything that is important for us to know about your child, including any diagnosed special learning needs, or any life-threatening food allergies or other medical situations, such as those requiring the use of an epi-pen. If your child has no special learning or health needs, please write "None" below so we know you didn't miss filling out this section.

(We will be requesting more information about any situations like this, as well as gathering more specific information about each enrolled child in April, at state-required pre-enrollment interviews. These 5-minute interviews are for finalizing each child's required paperwork only, just one parent needs to be present at the interview, children do not need to attend.)