

Shandon Presbyterian CDC Enrollment Philosophy

Keep this page for your records.

Shandon Presbyterian Child Development Center (SPCDC) was founded to meet the need in our community for quality childcare. Since demand for care exceeds our capacity to serve all interested families, the following policies will be practiced to facilitate fair admission and enrollment.

Waiting List Priorities and Procedures:

SPCDC charges a fee to be on one Waiting List. To put that child on an additional list for a different class is an extra, but lesser, amount. To place an additional child on any list is also an additional but lesser amount. Families interested in enrolling their children in a program may put their names on the waiting list by contacting the CDC office. SPCDC will then direct that family to the web site to print a form out. If a family does not have Internet access, SPCDC will send the parent a waiting list form and information about the program. The parent will date the form, note the parents' and child's names, child's date of birth, parent's work and home phone numbers, and sibling or church member status. All lists will be organized and maintained by group and year of desired entry. September 1st is the separation date for class placement. If your child has a September birthday or due date and you want your child placed as if s/he were born in August, you must indicate that in writing. Otherwise, placement will be per normal procedures. A parent may put a child on more than one list (e.g., Half Day and Full Day; August birthday and Sept. birthday, etc.). Parents may put their child on more than one list. All lists will be maintained until placement in our program is offered to the family. We will move your child's form(s) up with the appropriate class as your child ages.

Once an opening becomes available, the following procedures will apply:

1. Waiting list is reviewed.
2. Priority is determined by Shandon Presbyterian Church membership and sibling status. An active church member as defined by the constitution of the PCUSA is "a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, and participates in the church's work and worship". In order to claim active membership at Shandon Presbyterian Church for enrollment in the CDC, we expect regular involvement in worship and other activities as a church member for a minimum of six months, and the contribution of your time, talent and financial resources.
3. Prospective enrollees will be contacted in chronological order with priority being given to active church members as stated in #2 above and those who already have children in the program. ***A parent's active membership status will be evaluated with every newly enrollable child.***
4. Parents with twins are given the option to hold their place on the waiting list until two spots in the same class become open.
5. Once the parent is notified of available space, acceptance and registration must be complete within 5 business days. If a parent opts not to accept the space but wants the child to remain on the list, the initial fee will be charged.

Registration:

Upon acceptance, the following must be completed for admission:

- Registration Form,
- Signed Permission Form
- SC Certificate of Immunization,
- Signed Financial Agreement,
- Guidance and Behavior Expectations Form,
- DSS 2900 Health Statement,
- Family Information Form,
- Child Habits Form,
- Driver's License Copies of all persons authorized to take child from center, and
- Yearly non-refundable registration/supply fee.

Failure to comply with the above admission requirements will be considered as non-acceptance and the opening will be offered to the next child on the waiting list.

Important Notes:

1. Each family is responsible for notifying the CDC of any contact information changes.
2. Each family is responsible for notifying the CDC if a parent or guardian of a child on the waiting list joins the church, which will affect priority status.
3. If a family has more than one child on the waiting list and one of the children gets into the program, that family is responsible for notifying the CDC it needs to update the forms for the children still on the waiting list to reflect priority status.

Shandon Presbyterian CDC Waiting List Form

School Use Only:

Received on: _____; Confirmed on: _____ By (Initials): _____
Check #: _____; Check Amt.: _____

If you are interested in being placed on our waiting list, please fill out the information below (one form per child). **SPCDC charges a \$30 fee to be on one Waiting List. To put that child on an additional list is an extra \$15 (if you do Full Day and Half Day for instance). To place an additional child on any list is \$15. Waiting List fee is non-refundable.** Priority for placement is given to church members and siblings of children already attending our center. Placements are then determined by the date you are placed on the waiting list. If you are offered a space and decline but wish to remain on the waiting list(s), you're moved to the back and a new fee (above) is due to renew your form(s). Please let us know if your contact numbers or address changes. Your form will automatically be forwarded to the next year's list if you do not get in this year.

Please note that if a space becomes available and your child is unable to attend right away (one example would be an infant who is not yet 8 weeks old), you must begin paying tuition to hold the spot.

Parent's Name _____ Today's Date _____
Daytime Phone # _____ Evening Phone # _____ Cell Phone # _____
Mailing Address (Including Zip Code) _____

Child's First Name _____ Child's Last Name _____
Date of Birth (or Due Date) _____
Child's Current Age _____

PLEASE INCLUDE: **email address** (We will not share this w/ anyone... please write clearly)

I would like to be placed on the following list(s):

_____ Full Day (Infants-5K) (7:30 AM-6:00 PM) This is a Year-Round Program.
_____ Half Day (12 Mos-5K) (9:00 AM -12:00 PM) This program is a School-Year Only Program.
_____ Afterschool (5K Pickup-Grade 8) for...
_____ School Year Only **or** _____ Summer Only **or** _____ Year Round

Is your child in public school? _____ If so, what school does your child currently attend? _____
What grade is your child currently in? _____
Are you willing/able to self-transport until a spot on the bus is available? _____

Twins - please check one of the following options:

_____ I prefer both children to be placed in the same class, at the same time ~ or ~
_____ please place my child in class, even if there is not room for his/her twin at this time

We will call you when a space becomes available. Your signature below indicates that you have read and understand our enrollment priorities and registration procedures.

Parent's Signature _____

Today's Date _____

We cannot place your name in our Waiting List Book unless we receive the appropriate fee with your form.

Please return your completed form and check payable to:

Shandon Presbyterian CDC, 607 Woodrow St. Columbia, SC 29205

Priority:

Are you currently a member of Shandon Presbyterian Church? _____ Yes _____ No
Do you have a child currently enrolled at our center? _____ Yes _____ No
If yes, name of child: _____ Class this child is in: _____

How did you hear about us? _____