Dear Applicant:

Thank you for your interest in the childcare program at Spartan Child Development Center. We hope that we will be able to serve you! The first step in our enrollment process is to complete the attached application and pay the non-refundable application fee of $45.00 ($5.00 for each additional child).

Our admission priority is as follows:
- Children of current SCDC Professional Employees
- Families with a child currently enrolled at SCDC
- MSU faculty, staff, and students
- General community members

*There are waitlists for all age groups and priority is given to families requesting full time enrollment. Waitlist times are approximate.

Please complete the entire application and ensure that an active e-mail address is listed. (Families are contacted via e-mail regarding available spaces)
- Families will be asked to reply within 48 hours regarding their interest in the space and given a specific date to reply by
- Families who do not respond in the given time will be called on the specified date and given until the following morning to respond or forfeit the space.

Applications will be placed on our waitlist until an opening becomes available.
- Families will be offered enrollment based on their place on the waitlist and current availability of spaces
- Families on the waitlist will be offered a space as close to their requested date as possible
- If offered a space, prior to when it is needed, the family may choose to hold the space by paying full tuition amount
- If a family chooses to decline an offered space, the decline will be noted on the application with the date and reason for declining. The application will remain on the waitlist in the current position. A second decline will result in the application being removed from the waitlist
- When a child ages out of a particular age group on the waitlist, the application will be moved to the waitlist for the next age group and filed according to the application date and criteria stated above
- An application that is 2 years old will automatically be removed from the waitlist
  - Families will be notified by e-mail that their application is being removed from the waitlist

Due to the number of applications received, we are not able to contact families regarding waitlist status. However, families are welcome to contact us regarding the status of an application by e-mailing children@msu.edu. If you have any questions or require further information about our enrollment process, please contact the center, (517) 353-5154 or visit our website: www.scdc.msu.edu

Sincerely,

Emelia Brown

Executive Director
Spartan Child Development Center
Daily Tuition Rates

Families electing to pay by check, cash, or Tuition Express auto payment through a checking or savings account receive a 1% discount off the daily rate. Families paying by credit card will be charged regular full daily rate; credit card payments can only be made through an online account.

**Full Time Schedule Daily Rates** (Monday-Friday)

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CATEGORY A</th>
<th>CATEGORY B</th>
<th>CATEGORY C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (birth to 1 year)</td>
<td>$53.42</td>
<td>$53.42</td>
<td>$53.42</td>
</tr>
<tr>
<td>Toddlers (1 to 2 years)</td>
<td>$46.06</td>
<td>$47.08</td>
<td>$49.63</td>
</tr>
<tr>
<td>Transition (2 to 3 years)</td>
<td>$43.31</td>
<td>$44.33</td>
<td>$46.87</td>
</tr>
<tr>
<td>Preschool 2 (3 to 4 years)</td>
<td>$37.09</td>
<td>$38.11</td>
<td>$40.66</td>
</tr>
<tr>
<td>Preschool 3 (4 to 5 years)</td>
<td>$35.73</td>
<td>$36.75</td>
<td>$39.31</td>
</tr>
</tbody>
</table>

**Part Time Schedule Daily Rates** (Mon/Wed/Fri or Tues/Thurs)

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CATEGORY A</th>
<th>CATEGORY B</th>
<th>CATEGORY C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toddlers (1 to 2 years)</td>
<td>$46.83</td>
<td>$47.93</td>
<td>$50.69</td>
</tr>
<tr>
<td>Transition (2 to 3 years)</td>
<td>$44.02</td>
<td>$45.12</td>
<td>$47.88</td>
</tr>
<tr>
<td>Preschool 2 (3 to 4 years)</td>
<td>$37.68</td>
<td>$38.77</td>
<td>$41.53</td>
</tr>
<tr>
<td>Preschool 3 (4 to 5 years)</td>
<td>$36.29</td>
<td>$37.56</td>
<td>$40.13</td>
</tr>
</tbody>
</table>

*Pre-Kindergarten Program

**Half-Day Schedule Daily Rates** (For Preschool Aged Children Only)

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CATEGORY A</th>
<th>CATEGORY B</th>
<th>CATEGORY C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day With Lunch</td>
<td>$23.52</td>
<td>$24.29</td>
<td>$26.74</td>
</tr>
<tr>
<td>Half Day Without Lunch</td>
<td>$20.23</td>
<td>$21.89</td>
<td>$22.53</td>
</tr>
</tbody>
</table>

Equipment Fee $100 per year / billed $25.00 quarterly (per child)
Application Fee $45.00 for the first child; each additional sibling is $5.00
Drop-in Fee Daily rate (When space is available)

**Sliding Fee Scale Determination:**
**July 1, 2015 - June 30, 2016**

The income chart below will be used to determine your family’s fee category within our sliding fee scale. This is based on the Michigan Department of Education Child and Adult Care Food Program income eligibility guidelines. Numbers are based on total household income per year and actual allowable dependents within a home for family size. **We will assume your family falls into the Category C until evidence of a lower income category is provided to the Center.**

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>CATEGORY A (Annual Income)</th>
<th>CATEGORY B (Annual Income)</th>
<th>CATEGORY C (Annual Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$0 - $20,709</td>
<td>$20,710 - $29,471</td>
<td>$29,472 AND UP</td>
</tr>
<tr>
<td>3</td>
<td>$0 - $26,117</td>
<td>$26,118 - $37,167</td>
<td>$37,168 AND UP</td>
</tr>
<tr>
<td>4</td>
<td>$0 - $31,525</td>
<td>$31,526 - $44,863</td>
<td>$44,864 AND UP</td>
</tr>
<tr>
<td>5</td>
<td>$0 - $36,933</td>
<td>$36,934 - $52,559</td>
<td>$52,560 AND UP</td>
</tr>
<tr>
<td>6</td>
<td>$0 - $42,341</td>
<td>$42,342 - $60,255</td>
<td>$60,256 AND UP</td>
</tr>
</tbody>
</table>
Welcome to the Spartan Child Development Center! The center was established in 1971 and is dedicated to meeting the needs of all children ages two weeks to six years. Spartan Child Development Center is accredited by the National Association for the Education of Young Children. SCDC is committed to providing a multi-cultural, nonsexist, and nonviolent atmosphere, which supports the individual development of young children. The policy-making body for the Center is the board of directors, which is a body of individuals comprised of parents, staff members, and professionals from MSU and the community. Spartan Child Development Center is a self-supporting, 501 c3 non-profit corporation that is affiliated with Michigan State University.

**Classroom Ratios**

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Adults per X</th>
<th>Classroom Size</th>
<th>Ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>1 adult per every 2.5 infants</td>
<td>Classroom size: 5</td>
<td>Ages 2 weeks-12 months</td>
</tr>
<tr>
<td>Toddlers</td>
<td>1 adult per every 3 toddlers</td>
<td>Classroom size: 12</td>
<td>Ages 1-2 years</td>
</tr>
<tr>
<td>Transition</td>
<td>1 adult per every 4 older toddlers</td>
<td>Classroom size: 12</td>
<td>Ages 2-3 years</td>
</tr>
<tr>
<td>Preschool 2</td>
<td>1 adult per every 8 preschoolers</td>
<td>Classroom size: 18</td>
<td>Ages 3-4 years</td>
</tr>
<tr>
<td>Preschool 3</td>
<td>1 adult per every 8 preschoolers</td>
<td>Classroom size: 18</td>
<td>Ages 4-5 years</td>
</tr>
</tbody>
</table>

*There are two classrooms of every age-group*

**Outdoor Areas**

Infants have their own outdoor play area with a small climber, playhouse, sandbox, and water table. We also have double and triple strollers that can be used for walks when the weather does not permit the infants to be on the playground. Toddlers (1-2 yrs) have a playground specifically designed for their developing needs which includes a climber, swings, water table, playhouse, musical instruments, sandbox, a nearby grassy area, and a covered area for riding cars, tricycles, and other movable items. Older Toddlers and Preschool (2yrs and up) have an outdoor space that is shared throughout the day, allowing 2-3 classrooms to play together. The large playground has 2 climbers, swings, tire swing, musical instruments, sandbox, tricycles, scooters, basketball court, playhouse, and grassy area for running, playing soccer, baseball, etc. All classrooms have a raised garden bed where teachers and children can work together to plant, dig, observe, and harvest fruits, vegetables, and flowers that they have grown!

**Our Staff**

Daily administration of the child care and education program is the responsibility of the Executive Director. The Executive Director has a master’s degree with a background in early childhood and coursework in administration. Administration also includes the Assistant Director, and Business Manager. The Assistant Director provides program oversight of curriculum and the child development program. The Business Manager provides oversight of financial functions and human resource duties.

Lead Teachers are those staff members with a Bachelor’s degree or higher level completed course-work in early childhood education, child development or a related field. Assistant teachers support the teachers with the implementation of classroom lessons and activities. These staff members typically hold a child development credential (CDA), or an associate’s degree or higher in early childhood education, child development or a related field.

Part-time staff (Teacher’s Aides) work alongside the professional staff within the classroom to offer support in the care of the children. Aide Staff may be promoted to the position of Professional Staff Substitute when they have shown dedication and commitment to their position, have experience working with young children, and demonstrate excellence within the classroom. Professional Staff Substitutes receive additional training, and can serve as a short-term substitute for an absent teacher or assistant teacher.

All new staff participate in a 3 hour orientation prior to working with children; new lead and assistant teachers receive an additional 3 hours of training on the HighScope Curriculum, Online COR, and teacher expectations. Lead and Assistant Teachers also participate in an 8-week mentor process with the Assistant Director upon being hired, or promoted, to that position. All professional staff have current certification in CPR and First Aid.
Curriculum and Assessment
The Spartan Child Development Center uses the High Scope Curriculum, which is a comprehensive, research-based Early Childhood curriculum for children ages birth through six that is play-based and follows the developing needs and interests of the children. Teachers strive to provide a classroom environment where children feel comfortable and safe, so effort is put forth to include materials and pictures that reflect the children’s home life and community.

As teachers plan weekly and daily activities they consider each child’s developmental level and interests. Teachers provide a balance of active and quiet times throughout the day and lesson plans have a focus based on the interests of the children. Each classroom has the autonomy to plan lessons based off of the needs of the classroom community that has been developed.

The HighScope Online COR (child observation record) is used in collaboration with the curriculum and enables teachers to monitor children’s development. There are two check points each year for the Online COR, which include creating a family report that is shared with families at parent-teacher conferences (late Fall and Spring). The Ages and Stages Developmental Screener is used when a child is enrolled in the program to provide the teachers with additional developmental information in order to begin planning for and supporting the needs of that child.

Parent Involvement and Communication
Parents are a vital component to the success of SCDC. Parent involvement and participation in the classroom is actively encouraged and highly recommended. There are opportunities for parents to become more involved in the Center which include running for an elected position to our Board of Directors or being involved with a committee.

Parents are encouraged to share concerns with their child’s teacher and communicate with the staff on a regular basis regarding their child’s development. Classroom teachers send out a weekly e-mail to parents containing information about the week, what to expect next week, and how to make connections at home with what is happening in the classroom. In addition to classroom e-mails, families also receive Center newsletters from the Executive Director containing information about center-wide events, news and activities, as well as, information obtained through community organizations and Michigan State University. There are formal parent-teacher conferences twice a year, but informal communication takes place on a daily basis and the classroom white boards are used as an additional tool to communicate specifics about the day’s activities to parents. Communication is vital to maintaining an environment where everyone feels valued and appreciated.

Food Program
Spartan Child Development Center participates in the United States Department of Agriculture (USDA) Child Care Food Program. No separate charges are made to any child or family for the Food program. A child is fully enrolled in our Food Program once he/she can fully eat all components of the meals being served at SCDC (usually occurs around 1 year of age when enrolled in a toddler classroom). It is our policy to plan our menu based on the USDA guidelines which recommend minimizing consumption of salt, sugar and fat, and increasing the frequency of whole grain foods, lean meats, legumes, fruits, and vegetables. During the week the Center provides a variety of vegetarian meals using alternate sources of protein such as beans, lentils, and dairy products. No pork or beef products are served at the Center. Certified hormone-free and antibiotic-free milk is served at all meals; whole milk in the toddler classrooms and skim milk in the transition through preschool classrooms. Food and milk substitutions can only be made when there is a physician-documented food allergy and/or medical condition.

USDA Nondiscrimination Statement
The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD).
Spartan Kids?:

BY: ____________________

Notes: __________________

Spartan Child Development Center
33 Crescent Road; East Lansing, MI 48823-5705
Email: children@msu.edu Website: www.scdc.msu.edu

Child’s Name ____________________________
Gender _______ Birth Date _____________ Age: __________
Requested Start Date __________________________

* Please note that there are waitlists for all age groups. Priority is given to families requesting full time enrollment; limited part-time spaces are available in each age group.*

Parent/Guardian Information
If the person filling out this application is not the parent of this child, please indicate relationship: ________________

Parent/Guardian

Full Name ________________________________
Home Address ________________________________
Primary Phone # ________________________________
Secondary Phone # ________________________________
E-mail Address ________________________________
Occupation ________________________________

MSU Affiliation  Student / Faculty / Staff  Student / Faculty / Staff

Do you have a child currently enrolled at SCDC? Yes_______  No _________  Child’s name ________________________________

How did you find out about our program? _______________________________________________________

Child Information
Does your child have any medically documented food allergies or intolerances?  YES  NO
• If yes, please explain: _________________________________________________________________

Does your child have any special needs or learning considerations?  YES  NO
• If yes, please explain: _________________________________________________________________

Please list any previous group care/school situations your child has experienced:
__________________________________________________________________________________________

What is the primary language spoken at home? ________________________________________________

Schedule Request: Indicate Choice (Please Circle)

1. Classroom/Age-group Request (Circle One)
Infants:  2 weeks-12 months (Full days, Monday through Friday only)
Toddlers:  1-2 years old
Transition:  2-3 years old
Preschool 2:  3-4 years old
Preschool 3:  4-5 years old

2. Enrollment Schedule Request (Circle One)

Full Day: Toddlers through Preschool
• M-F
• M/W/F
• T/TH

Half Day: Preschool Only
• M-F  Mornings: 7:30-12:00 (w/o lunch)
• M/W/F  7:30-1:00 (w/lunch)
• T/TH  Afternoons: 12:00-6:00 (w/lunch)
• 1:00-6:00 (w/o lunch)