



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). Your application will then be added to our waitlist.

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.*

Please complete the entire application and ensure that an active phone number and e-mail address are listed and legible. *(Families are contacted via phone and e-mail regarding available spaces)*

- Families will be called to offer a space, if they cannot be reached a phone message will be left.
- Families will then be sent an email and asked to reply within 48 hours regarding their interest in the space and given a specific date to reply by.

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.
- 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. 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. However, a family may ask that an application remain on the waitlist without incurring any additional fee(s).

Notes about our waitlist

- Due to the location and quality of care, our waitlists are extremely long, especially for the infant and toddler classrooms.
- Once we are full for the school year, we very rarely have openings until the following school year.
- Additionally, providing an exact number of where you are on the waitlist would not work with our complex system. Our waitlist is fluid and changes frequently due to children aging into new classes. As we move applications up (which occurs month to month) this will change your placement on the waitlist. Your application will remain in order of the date that it was received.

Due to the number of applications received, we are not able to contact families regarding waitlist status. However, families are welcome to contact us with questions about their application by e-mailing [scdcinfo@msu.edu](mailto:scdcinfo@msu.edu). More information about our enrollment process and waitlist can be found by visiting our website at <http://scdc.msu.edu/prospective-families/waitlist>.

Sincerely,  
Spartan Child Development Center



## Spartan Child Development Center

### Daily Tuition Rates 2019-2020

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

| PROGRAM                       | CATEGORY A | CATEGORY B | CATEGORY C |
|-------------------------------|------------|------------|------------|
| Infants (2 wks – 1 year olds) | \$59.25    | \$59.25    | \$59.25    |
| Toddlers (1 & 2 year olds)    | \$52.58    | \$53.76    | \$56.67    |
| Transition (2 & 3 year olds)  | \$49.45    | \$50.62    | \$53.52    |
| Preschool 3 (3 & 4 year olds) | \$43.17    | \$44.36    | \$47.32    |
| Preschool 4 (4 & 5 year olds) | \$41.58    | \$42.77    | \$45.75    |

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

| PROGRAM                       | CATEGORY A | CATEGORY B | CATEGORY C |
|-------------------------------|------------|------------|------------|
| Toddlers (1 & 2 year olds)    | \$53.48    | \$54.72    | \$57.88    |
| Transition (2 & 3 year olds)  | \$50.27    | \$51.51    | \$54.67    |
| Preschool 3 (3 & 4 year olds) | \$43.85    | \$45.13    | \$48.33    |
| Preschool 4 (4 & 5 year olds) | \$42.24    | \$43.71    | \$46.70    |

| SCDC Classroom Ratios |               |                 |                  |                 |
|-----------------------|---------------|-----------------|------------------|-----------------|
| Infants 1:3           | Toddlers 1:4* | Transition 1:4* | Preschool 3 1:8* | Preschool 4 1:9 |

\*SCDC provides ratios that are above NAEYC requirements in Toddler, Transition and Preschool 3.

|                 |   |
|-----------------|---|
| 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 for currently enrolled children only) |

| Sliding Fee Scale Determination  |                               |                               |                               |
|--|-------------------------------|-------------------------------|-------------------------------|
| July 1, 2019- June 30, 2020  |                               |                               |                               |
| 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. |                               |                               |                               |
| FAMILY SIZE  | CATEGORY A<br>(Annual Income) | CATEGORY B<br>(Annual Income) | CATEGORY C<br>(Annual Income) |
| 2  | \$0 - \$21,983                | \$21,983- \$31,284            | \$31,284 AND UP               |
| 3  | \$0 - \$27,729                | \$27,729- \$39,461            | \$39,461 AND UP               |
| 4  | \$0 - \$33,475                | \$33,475- \$47,638            | \$47,638 AND UP               |
| 5  | \$0 - \$39,221                | \$39,221- \$55,815            | \$55,815 AND UP               |
| 6  | \$0 - \$44,967                | \$44,967- \$63,992            | \$63,992 AND UP               |



## SCDC Discounts and Eligibility 2019-2020 School Year

Spartan Child Development Center provides a variety of opportunities to assist families with tuition costs.

### 1% Cash or Check Discount:

- Families that elect to pay with cash or check at the front desk receive a 1% discount off the daily rate. To be eligible, please complete the Tuition Payment Plan Form and choose one of the following: pay with cash or check. **Your account must be current for the discount to apply.**

### Tuition based on sliding fee scale:

- 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.** Please provide a copy of the first two pages of your complete households most recent 1040.

| Sliding Fee Scale Determination:<br>July 1, 2019- June 30, 2020 |                               |                               |                               |
|---|-------------------------------|-------------------------------|-------------------------------|
| FAMILY SIZE   | CATEGORY A<br>(Annual Income) | CATEGORY B<br>(Annual Income) | CATEGORY C<br>(Annual Income) |
| 2   | \$0 - \$21,983                | \$21,983- \$31,284            | \$31,284 AND UP               |
| 3   | \$0 - \$27,729                | \$27,729- \$39,461            | \$39,461 AND UP               |
| 4   | \$0 - \$33,475                | \$33,475- \$47,638            | \$47,638 AND UP               |
| 5   | \$0 - \$39,221                | \$39,221- \$55,815            | \$55,815 AND UP               |
| 6   | \$0 - \$44,967                | \$44,967- \$63,992            | \$63,992 AND UP               |

### Additional Community Support:

- We work with families that are receiving Michigan Department of Health & Human Services, Child Development and Care assistance.
- We accept Spartan Kids Grant Funding, on a first come first served basis.
- We accept MSU Student Child Care Scholarship



## SCDC Planned Closures 2019-2020 School Year

**SCDC is closed for childcare and no fees are charged for the following planned closures:**

- Friday and Monday before MSU Fall semester: August 23 and 26, 2019
- Labor Day: September 2, 2019
- Thanksgiving and the Friday after: November 28 & 29, 2019
- Winter Break: December 23, 2019- January 1, 2020
- Martin Luther King Jr Day: January 20, 2020
- Memorial Day: May 25, 2020
- Independence Day Observance: July 3, 2020

### **Early Closure**

*International Night is a community event that occurs annually. On the date below, SCDC will close early to allow for event set-up. Full tuition will be charged for this day. The event takes place 5:30-7:00pm.*

- October 10, 2019; SCDC will close at 4:00pm for International Night set-up

### **SCDC Semester Dates**

*Spartan Child Development Center operates on a semester basis. Schedule change requests are due no later than 4 weeks prior to the start of a new semester and are based on availability. Families are expected to retain an enrollment schedule for a full semester.*

**The semesters for 2019-2020 are as follows:**

- **Last day of Summer Semester 2019:** August 22, 2019
- **Fall Semester:** August 27, 2019 - December 20, 2019
- **Spring Semester:** January 2, 2020 – May 8, 2020
- **Summer Semester:** May 11, 2020- August 20, 2020



## SCDC Application for Enrollment

| Office Use Only |  |
|-----------------|--|
| Date Submitted  |  |
| App Fee Paid    |  |
| Ck #/Cash       |  |
| Spartan Kids    |  |
| By:             |  |

### CHILD INFORMATION

Name First \_\_\_\_\_ Last \_\_\_\_\_ Nickname if Used \_\_\_\_\_ Boy / Girl

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Siblings Name/Age \_\_\_\_\_ Enrolled at SCDC? Yes / No

### PARENT/GUARDIAN INFORMATION

MSU AFFILIATION (circle one): Student/ Faculty/ Staff

Name First \_\_\_\_\_ Last \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Employer/Business \_\_\_\_\_ Yrs. \_\_\_\_\_

Personal Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

### ADDITIONAL PARENT/GUARDIAN INFORMATION

MSU AFFILIATION (circle one): Student/ Faculty/ Staff

Name First \_\_\_\_\_ Last \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Employer/Business \_\_\_\_\_ Yrs. \_\_\_\_\_

Personal Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

### CHILD INFORMATION

Does your child have any special accommodations that we need to be aware of? 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? \_\_\_\_\_

### CHOOSE AN EARLY CHILDHOOD PROGRAM

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Infant Room</b>       | <b>Toddler Room</b>      | <b>Transition Room</b>   | <b>Preschool 3 Room</b>  | <b>Preschool 4 Room</b>  |
| 2 wks – 1 year olds      | 1 & 2 year olds          | 2 & 3 year olds          | 3 & 4 year olds          | 4 & 5 year olds          |

### SCHEDULE REQUEST (Infant Room is Monday – Friday only)

\* 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.

☐ MONDAY - FRIDAY

☐ MONDAY - WEDNESDAY - FRIDAY

☐ TUESDAY - THURSDAY

