



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. 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

Tuition Rates 2022-2023

Monthly Rates

PROGRAM	FULL-TIME (M-F)	PART-TIME (M/W/F)	PART-TIME (T/TH)
Infants (2 wks – 1 year olds)	\$1308	N/A	N/A
Toddlers (1 & 2 year olds)	\$1251	\$748	\$530
Transition (2 & 3 year olds)	\$1181	\$706	\$500
Preschool 3 (3 & 4 year olds)	\$1045	\$625	\$443
Preschool 4 (4 & 5 year olds)	\$1010	\$604	\$428

Equipment Fee \$100 per year / billed \$25.00 quarterly (per child)

Discounts and Eligibility

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

Financial Assistance/Scholarship:

Eligibility for financial assistance is based on family size and the adjusted gross annual family income (AGI). The income chart below will be used to determine your family's eligibility for assistance. 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. To verify eligibility, please provide a copy of the first two pages of your complete households most recent 1040. Information must be renewed annually to remain eligible for assistance.

Financial Assistance Determination: July 1, 2022- June 30, 2023		
FAMILY SIZE	CATEGORY A: 5% discount (Annual Income)	CATEGORY B: 4% discount (Annual Income)
2	\$0 - \$23,803	\$23,804 – 33,874
3	\$0 - \$29,939	\$29,940 – 42,606
4	\$0 - \$36,075	\$36,076 – 51,338
5	\$0 - \$42,211	\$42,212 – 60,070
6	\$0 - \$48,347	\$48,348 – 68,802

Community Supports:

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



SCDC Planned Closures 2022-2023 School Year

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

- Friday and Monday before start of Fall semester: August 19 and 22, 2022
- Labor Day: September 5, 2022
- Thanksgiving and the Friday after: November 24 & 25, 2022
- Winter Break: December 23, 2021- January 2, 2023
- Martin Luther King Jr Day: January 16, 2023
- Memorial Day: May 29, 2023
- Independence Day Observance: July 4, 2023

TBD: The SCDC Board of Directors is discussing the possibility of 1-2 additional closure days to support teachers during the school year. Possible dates include the days before winter break, a mid-winter/spring break, or longer 4th of July holiday. When details are confirmed, information will be emailed.

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.

- TBD October: International Night has been pending for this year due to COVID-19

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 2021-2022 are as follows:

- **Last day of Summer Semester 2022:** August 18, 2022
- **Fall Semester:** August 23, 2022 - December 22, 2022
- **Spring Semester:** January 3, 2023 – April 28, 2023
- **Summer Semester:** May 1, 2023- August 17, 2023



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 _____

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"/>
Infant Room	Toddler Room	Transition Room	Preschool 3 Room	Preschool 4 Room
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