

Date Received: _____



Early Childhood Development Center Waitlist Application

The Early Childhood Development is a year-round early care and education program that is open Monday through Friday from 7:30 a.m. to 5:30 p.m. The core hour program begins at 8:30 a.m. and ends at 3:30 p.m. Before-care occurs for one hour in the morning from 7:30-8:30 a.m. After care begins at 3:30 and continues on an hourly basis until 5:30 p.m. There are a total of six classrooms serving children 8 weeks through 5 years of age.

The ECDC is part of the School of Education and has been accredited by the National Association for the Education of Young Children since 1996. Because it is NAEYC-accredited, ECDC also maintains the highest-level license (5-Star) with the State of New Mexico Children, Youth, and Families Department.

Santa Fe Community College generously supports our program with funding, space, resource materials, and administrative staff.

We maintain a waiting list for all families interested in enrolling their child in our program. Waiting List applications are accepted on an ongoing basis. Applications are available on site or online at <http://www.sfccnm.edu/ecdc/>.

An application and non-refundable fee of \$20.00 must be submitted for each child *before* a child is placed on ECDC's Waiting List. Please indicate the semester you prefer to enroll your child. If you are completing an application for an unborn child, include the anticipated date of birth.

When the application and required fee are submitted, children are placed on one of the following lists according to the date of the completed application: Unborn, Infant, Toddler, Early Two's, 2-3 Multi-Age and Preschool.

We enroll children on an ongoing basis from our waitlist. On average, vacancies are more likely to occur at the beginning of each semester. When we have available space, families will be called from the appropriate list. It is each family's responsibility to keep contact information current.

Administrative staff will contact families and offer the opportunity to enroll two (2) times. After two refusals, we notate that the family has declined enrollment and we do not call again.

Return the application and fee in person or mail to:

**Santa Fe Community College
Early Childhood Development Center
6401 Richards Avenue
Santa Fe New Mexico 87508
Front Desk (505) 428-1354, FAX (505) 428-1611**

Received _____ For what semester (include the year) do you want your child to be enrolled?

Fall _____ Spring _____ Summer _____

Child's Name: _____
Last First Middle Name Called

____ Female ____ Male ____ Date of Birth: ____ / ____ / ____

Are you a Community Member? Yes ____ No ____

Are you affiliated with Santa Fe Community College? Yes ____ No ____

If yes, what is your affiliation?

Staff/Faculty (Please Describe) _____

Student: (Please Check)

Adult Basic Education _____ English as a Second Language _____

SFCC Student _____ Number of Credit Hours _____ Schedule Attached _____

Required: Please indicate how you will pay for child care: **Self-Pay** _____ **CYFD** _____ **Other** _____

Parent/Legal Guardian Name: _____ Social Security # _____

Home phone # _____ Cell phone # _____ Work phone# _____

Address: _____

City, State and Zip: _____

Employer and Occupation: _____

The Early Childhood Development Center requires that all children enrolling in our program be immunized according to the schedule recommended and published by the American Academy of Pediatrics, the Centers for Disease Control and the Academy of Family Practice. All children must have a copy of their current immunization record on file before they can begin.

If, because of family or religious belief your child is not immunized, you must provide a New Mexico Health Department Certificate of Exemption verifying your child can attend our program. The Certificate of Exemption is valid for nine (9) months.

Tuition payments are due *prior* to service. Tuition charges begin the first day of transition week. The hourly charge for before and after care begins the week after transition. Tuition, fees and before/after care charges are contractual.

All paperwork and an SFCC contract must be completed and signed before your child's first day of attendance.

Fees:

Registration Fee: \$40.00 (Charged once, per child)

Materials Fee: \$50.00 (Charged each semester)

Infant	Tuition for Core Hours is \$919.00/Month. The fee for before and/or after care is \$4.00/Hour.
Toddler	Tuition for Core Hours is \$779.00/Month. The fee for before and/or after care is \$4.00/Hour.
Early Twos	Tuition for Core Hours is \$764/Month. The fee for before and or after care is \$4.00/Hour.
2-3 Multi-Age	Tuition for Core Hours is \$757/Month. The fee for before and or after care is \$4.00/Hour.
Preschool	Tuition for Core Hours is \$735.00/Month. The fee for before and/or after care is \$4.00/Hour.

Multi-Child Discount: 10% tuition discount for second child; 15% discount for third child

The Early Childhood Development Center serves SFCC staff, students and faculty as well as the community at large. In order to enroll a child in the Santa Fe Community College Early Childhood Development Center, the contracting person must adhere to the following:

The individual signing the enrollment contract with the Early Childhood Development Center must have primary legal guardianship of the child. Legal guardianship can include the following categories: a parent, foster parent, domestic partner, grandparent, and/or family member.

If you are contracting as a student provide a copy of your current class schedule each semester during enrollment to confirm your SFCC student status.