

Date Received: _____

Santa Fe Community College – Early Childhood Development Center
6401 Richards Avenue, Santa Fe, New Mexico 87508
Phones: Front Desk 428-1354, FAX 428-1611
ENROLLMENT APPLICATION FORM
(Does NOT guarantee enrollment)

SEMESTER YOU WANT CHILDCARE: FALL___ SPRING___ SUMMER___

Please complete this form and return it person or mail to the attention of the SFCC, Early Childhood Development Center at the above address.

Please complete a separate application per child.

Child's Name: _____
Last First Middle Name called

___ Female ___ Male

Date of birth: ___/___/___

Attach proof of birth certificate

Is your child immunized? ___YES ___NO

Attach copy of immunization record

Children enrolled in the program must be current on immunizations. A copy of the child's current immunization record will be required upon enrollment into the program. (Or MUST have letter from State of NM-Dept. of Health as registered "Conscientious Objector")

SFCC affiliation: (Check all that apply) * **See definition of "student"** **Schedule attached** *Student Credit Hours ___
A# _____

**Adult Basic Education ___ **English as a Second Language ___ Staff/Faculty ___ Community Member ___

******Required**

Please indicate how you will pay for child care: Self pay___ CYFD___ Other___

Mother/Guardian Name: _____ Home phone # _____

Email Address _____ Cell phone # _____

Address: _____ Social Security # _____ City,

State and Zip: _____ Work phone# _____

Employer and Occupation: _____

Father/Guardian Name: _____ Home phone # _____

Email address _____ Cell phone # _____

Address: _____ Social Security # _____ City,

State and Zip: _____ Work phone# _____

Employer and Occupation: _____

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The SFCC Early Childhood Development Program is open from 7:30-5:30 Monday-Friday. We provide fulltime care and education for children 8 weeks through 5 years of age.

APPLICATION PROCESS

- Complete an Enrollment Application.
- To reserve a place for your child on our waiting list:
 - Remit a **\$20.00 Application Processing Fee.**
 - Provide the following documents:
 - Your child's current immunization record
 - Your child's birth certificate
 - Your class schedule (if applicable)

PROGRAM OPTIONS

TUITION AND FEE CHARGES FOR 2006-2007

Payment will be collected **prior** to services. An admission agreement must be completed and signed prior to your child's first day of attendance. This will identify your child's tuition, fees, late fees, and pertinent information related to the program.

Registration Fee: \$40.00

Materials Fee/Semester: \$50.00

Infant Tuition for Core Hours is \$909.00/Month. The fee for before and/or after care is \$4.00/Hour

Core Hours: Monday – Friday, 8:30 a.m. – 3:30 p.m.

Before Care: 7:30-8:30

After Care: 3:30-4:30

4:30-5:30

Toddler Tuition for Core Hours is \$727.00/Month. The fee for before and/or after care is \$4.00/Hour.

Core Hours: Monday – Friday, 8:30 a.m. – 3:30 p.m.

Before Care: 7:30-8:30

After Care: 3:30-4:30

4:30-5:30

Preschool Tuition for Core Hours is \$727.00/Month. The fee for before and/or after care is \$4.00/Hour.

Core Hours: Monday – Friday, 8:30 a.m. – 3:30 p.m.

Before Care: 7:30-8:30

After Care: 3:30-4:30

4:30-5:30

MULTI-CHILD DISCOUNT 10% tuition discount for second child; 15% discount for third child

ABSENCE/SICK DAY POLICY

Payment will be required for days that the child is absent, sick, and for holidays and vacations. Tuition charges will not be assessed during winter, spring, or summer scheduled closures.

LATE PICK UP FEE

Parents who are late will pay a late fee of \$5.00 for the first 5 minutes and an additional \$2.00 for every minute past 5 minutes

Santa Fe Community College
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WAITLIST PRIORITY RANKINGS

- I. Full-time care for children of SFCC full-time students. Full-time care for children of part-time students. Full-time students take priority.
- II. Full-time care for children of SFCC faculty/staff.
- III. Full-time care of siblings of children enrolled in the Child Care Center.
- IV. Full-time care of children of community members.

Waitlist status varies according to the age of the child and the classroom into which s/he is trying to enter.

DEFINITION OF “STUDENT”

- Must be a student at Santa Fe Community College.
- Is degree seeking, certificate, A.B.E., E.S.L. and/or G.E.D. students
Must have a letter accompanying your status in each category (eg: ABE, ESL, GED)
- To be put at the top of the waitlist for students, you must be taking a minimum of ***12 degree or program required credits per semester***. (Not inclusive of classes taken for audit.)