

Covenant Presbyterian Church Child Development Center Enrollment Policy

Covenant Presbyterian Church is a dynamic Christian community that gladly invites all people into a transformational experience of faith; boldly proclaims the gospel, bravely works toward a whole and just world, and passionately nurtures discipleship.

Original: Adopted by the CPC Session April 8, 2019

Revised: _____

Mission Statement

Covenant Presbyterian Church (CPC) operates the Covenant Presbyterian Church Child Development Center (CDC), a full-day child development center for children from six weeks to five years of age, on its campus in Charlotte, North Carolina. The CDC was established for the purpose of providing high quality childcare and education to children from a variety of backgrounds.

Commitment to Diversity and Inclusion

Central to preparing young students for this world and ensuring the highest quality of education is creating a diverse and inclusive classroom community within the CDC. Research shows that a diverse environment leads to better learning outcomes for all students. Therefore, the CDC seeks to serve a population of children that is diverse across socioeconomic status, race, and ethnicity.

I. Interested Applicant Pool

A parent interested in enrolling his or her child in the CDC must complete the Enrollment Interest Form found on the CDC's website. Upon completion and submission of this form, the child's name will be placed in the CDC's Interested Applicant Pool. CDC staff will promptly contact the parent (preferably within two weeks) to discuss potential enrollment, including the financial assistance and wait list processes, and to schedule a tour.

II. Tuition, Wait Lists, Enrollment, and Fees

In an effort to meet our commitment to diversity and ensure that 25% of the seats are available for children receiving financial assistance, the CDC will maintain two wait lists: one for students who qualify for full tuition and the other one for students who qualify for financial assistance.

The initial amounts of tuition for each class level of the CDC will be established by the Managing Director, Church Administrator and the Chair of the Advisory Council. If the Advisory Council Chair has not been named at the time the initial tuition is established, the initial tuition amounts will be established by the Managing Director, Church Administrator and the CDC Implementation Team. The Advisory Council (*see* Governance Rules Article I) is authorized to change tuition amounts as is necessary.

The initial amounts of the wait list and enrollment fees described in this policy are set forth in the Fee Schedule approved by the Session of CPC. The Advisory Council (*see Governance Rules Article I*) is authorized to change these amounts as is necessary. Parents will be notified of any changes. A current fee schedule will be provided in the parent handbook, operations manual, and other publications. [Note that the Advisory Council does not set the amount of the fees charged by School and Student Services (SSS) to applicants for financial assistance (*see Section B, below*).]

A. Students Who Qualify for Full Tuition

The CDC will contact the parent once a child is moved from the Interested Applicant Pool to the wait list for full tuition students. Parents must pay a non-refundable Wait List Fee to secure the student's spot on this wait list. Each August, parents will be contacted via email by CDC staff to confirm their intention for their child to remain on this wait list. A non-refundable Wait List Renewal Fee will be assessed and must be received by the established deadline for the child to remain on the wait list.

The parent will be contacted when a seat in the CDC is available. At that point, the parent has two business days to accept the seat. After that time has passed, the seat is considered declined. A non-refundable Enrollment Fee is due upon acceptance of the seat. In addition, the parent must submit a completed Enrollment Form, immunization record and a medical form before the child may be enrolled. If the parent accepts the offered seat, but the child is not able to enroll in the given time frame, the slot will be held for one month if the parent submits the completed Enrollment Form, the Enrollment Fee, and the full monthly tuition.

A parent may decline an offered enrollment twice without affecting their child's position on the wait list. If a parent declines a seat in the CDC more than twice, their child will be moved to the bottom of the wait list.

B. Students Who Qualify for Financial Assistance

Note: Detailed information regarding the requirements and processes for financial assistance are available in the Financial Assistance Policy.

After completing the Interested Applicant process, parents who wish to apply for financial assistance must submit detailed financial information to School and Student Services (SSS), a third-party organization (or similar organization as determined by the CDC Advisory Council). SSS collects and analyzes the information families provide regarding their financial position, and, using a standard computation method, makes an initial recommendation to the CDC regarding the dollar amount (the "Estimated Family Contribution") a family should be able to contribute toward tuition. The financial assistance process is totally confidential. SSS assesses applicants

for financial assistance a fee for this analysis. Fees are set by SSS and are subject to change.

During the annual enrollment period, the CDC Director may request that parents of children receiving financial assistance or on the wait list for financial assistance complete a new Parents' Financial Statement and submit required documents to SSS in order to remain qualified for their scholarship awards or on the wait list. In this case, the CDC will reimburse the fee paid to SSS.

After receiving the Estimated Family Contribution recommendation from SSS, the Financial Assistance Committee of the Advisory Council will decide whether the child qualifies for financial assistance. If a seat is immediately available, within two business days of receipt of this information from the Financial Assistance Committee, the parent will be contacted and will be notified of the amount of the proposed financial assistance award.

If a seat is not available, the child will be placed on the wait list for financial assistance seats. The CDC director will notify the applicant family that the child has been placed on this wait list within two business days of receipt of this information from the Financial Assistance Committee. There is no fee for a child to be placed on the wait list for financial assistance seats. When a seat becomes available, the parent will be contacted and will be notified of the amount of the proposed financial assistance award.

Each August, the parents will be contacted via email by CDC staff to confirm their intention for their child to remain on the wait list for financial assistance. If parents wish for their child to remain on this wait list, they may be asked to resubmit financial information to SSS and be requalified for financial assistance, as described above.

When parents are notified that a seat is available, they have two business days to accept the seat. After that time has passed, the seat is considered declined. A non-refundable Enrollment Fee is due upon acceptance of the seat. In addition, the parent must submit a completed Enrollment Form, immunization record, and a medical form before the child may be enrolled. If the parent accepts the offered seat, but the child is not able to enroll in the given time frame, the slot will be held for one month if the parent submits the completed Enrollment Form, the application fee and their child's monthly tuition.

A parent may decline an offer of enrollment twice without affecting their child's position on the wait list. If a parent declines a seat in the CDC more than twice, their child will be moved to the bottom of the wait list.

C. **Students Receiving Child Care Resources (CCR) Subsidies**

A parent of a child eligible for a CCR-managed subsidy who is to be wait-listed is required to complete and timely return a Wait List Information Form.

Parents of children approved for CCR-managed subsidies are not required to apply for financial assistance in order to be eligible for financial assistance or to be placed on the wait list. In addition, all nontuition fees are waived for a child receiving subsidies. All other enrollment procedures, as described above, are applicable.

III. Enrollment Priorities

For both wait lists, if there are more children than seats available in an appropriate age-level classroom, the seats in CDC will be offered in this order:

- Enrolled students who have a change in financial assistance status,
- Siblings of children enrolled in the CDC,
- Children of full time CDC staff,
- Children of full time called ministerial staff at CPC,
- Active members of Covenant Presbyterian Church,
- All other applicants.

All Enrollment Interest Forms will be time and date stamped when they are received. Children who have the same enrollment priority for the same classroom will be admitted according to which form was received first.

Children of Covenant Presbyterian Church members have a priority status so long as the CDC operates within its commitment to diversity. Should the CDC population begin to approach 50% or higher of CPC members, the Advisory Council is directed to review and, if appropriate, recommend revisions to the Enrollment Priorities and the marketing strategy to ensure that the vision of a fully diverse CDC can be met.

IV. Annual Enrollment Update

Each summer, parents of enrolled students will receive updated enrollment documentation for the CDC. This process ensures that data on file for all enrolled children is up-to-date. Paperwork must be completed and returned to the CDC by the assigned date. There is no annual re-enrollment fee. It is the responsibility of the parent to ensure that all contact information is current and that the CDC director or designee is promptly notified of any changes.

V. Withdrawal

The CDC requires a two-week written notice for the withdrawal of a child from the CDC, while encouraging parents to give as much notice as possible. The parent is responsible for their child's tuition through the later of (i) the end of the required two-week notice period, or (ii) the date given in the parent's

written notice for the withdrawal of their child from the program.

VI. Termination of Enrollment

The Managing Director, in conjunction with the CDC Advisory Council, has the authority to temporarily suspend or permanently terminate a child's enrollment, at any time, for reasons including but not limited to: 1) a child endangering self or the health and welfare of other children and/or staff; 2) a parent or legal guardian failing to cooperate with the center's policies, guidelines, and/or recommendations of the CDC or its staff; 3) a parent or guardian being dissatisfied with the CDC or CDC staff to the extent that a healthy relationship with the CDC no longer exists; 4) nonpayment of CDC tuition or fees following at least fifteen (15) days written notice of nonpayment; and 5) the Managing Director, in consultation with appropriate staff, concluding that the child's individual needs are not being met at the CDC.

VII. Nondiscrimination

The CDC does not discriminate on the basis of race, religion, national origin, gender, sexual orientation or any other category protected by law.

VIII. Policy Amendments

This policy shall be reviewed by the Advisory Council every three years, in the month of January, beginning in 2022. Any recommendations for policy revisions shall be routed through the Ministry of Administration for approval by the Session. The Advisory Council may also recommend revisions to this policy on a more frequent basis.