CENTERS
FOR EXCEPTIONAL CHILDREN

ENROLLMENT POLICIES 2019-20

Eligibility

- Admission is on a rolling basis.
- A waitlist is maintained year-round for Infant & Toddler, Typical Inclusion, and Extended Day Program.
- A child's therapeutic services, including physical, occupational, and/or speech therapy, must be transferred to therapists at The Centers for Exceptional Children.
- The Centers for Exceptional Children does not discriminate on the basis of race, ethnicity, religion, national origin, sexual orientation, or disability.

Enrollment

- Enrollment forms must be completed prior to child's first day of attendance.
- Registration fee is due at time of enrollment. Deposit is due by August 15.
- There is no registration fee or deposit owed for any child with special needs, foster child or any child receiving a DSS voucher or a scholarship based on financial need from Smart Start or The Centers for Exceptional Children.

Tuition

- Please see fee schedule for detailed information regarding registration fee, deposit, and tuition.
- Tuition is due in nine monthly payments and is due each month from September to May by the 5th day of the month.
- Payments received later than the 5th day of the month will be assessed a late fee of $25.00.
- Tuition is not waived when your child is absent and/or when there is a holiday or school closing due to inclement weather.
- Payment by cash, check, money order or credit card is accepted. All checks should be made payable to The Centers for Exceptional Children (CFEC).
- Online payments can be made through Procare. Please see the Finance Manager for information on how to make online payments.
- Checks returned for insufficient funds or closed accounts will be charged a $25.00 fee. After the second returned check we will request payment by cash, credit card or money order. Receipts for cash payment will be provided. Parents will be notified of delinquent accounts.
- Discounts for families with more than one child enrolled:
    - 10% off tuition for second child and each subsequent child enrolled in one of our programs during 2019 - 20 school year.

Tuition Assistance

- We accept children with DSS vouchers and Smart Start scholarships. If you have a voucher or scholarship, the full parent fee designated by DSS or Smart Start must be paid by the 5th day of the month to The Centers for Exceptional Children.
- The Centers for Exceptional Children has a financial-need based scholarship program to assist families. If you would like your child to be considered for a scholarship, please request an application from Sarah Shutt by email at sarah@thecfec.org or by phone at 336.727.2440.

Absences

- Daily attendance is important to your child reaching their full potential for growth this school year. Please inform your child's teacher if your child is out for the day. Any child who is absent for more than one week without explanation will be considered to have withdrawn from the program and we will enroll a child from the waitlist.

Late Pick-up Policy

- A child not enrolled in the Extended Day Program must be picked up by 2:30 PM or parent/guardian will be charged a late fee of $1.00/minute for each minute after 2:30 PM.
- A child enrolled in the Extended Day Program must be picked up by 5:30 PM or the parent/guardian will be charged a late fee of $1.00/minute for each minute after 5:30 PM.
- If a child is not picked up by 6:00 PM we will contact the Winston-Salem Police Department and release the child to their custody unless a parent/guardian or authorized person has called to let us know they are on their way to pick up the child.

Withdrawal Notice

- We require a written two-week notice if you are planning to withdraw your child. Failure to provide a written two-week notice will result in parent / guardian being responsible for the full month's tuition. Please send withdrawal notices to Sarah Shutt by email at sarah@thecfec.org or to her attention by mail at 2315 Coliseum Drive, Winston-Salem, NC 27106.

CFEC retains the right to drop any child from enrollment for violation of our enrollment policies. Reasons may include but are not limited to:

- The child's immunization and medical records are not current. When corrected and/or updated, the parent may reapply for admission.
- Parent/guardian makes unreasonable demands on staff or is disrespectful to a member of our school community, which may include staff members, administration, children, or other parents.
- Parent/guardian physically disciplines their child at the school or is disrespectful or abusive to another child while at The Children's Center or The Special Children's School.

CENTERS
FOR EXCEPTIONAL CHILDREN

Program Fee Schedules

2019 - 20 School Year

Program	Hours	Tuition
The Children's Center		
Infant & Toddler	7:55 AM - 2:25 PM	$615.00 / Month 9 Monthly Payments September - May (includes August and June)
Typical Inclusion	7:55 AM - 2 :25 PM	$615.00 / Month 9 Monthly Payments September - May (includes August and June)
Extended Day	2:25 PM - 5:30 PM	$260.00 / Month 9 Monthly Payments September - May (includes August and June)
The Special Children's School		
Typical Inclusion	7:55 AM - 2 :25 PM	$615.00 / Month 9 Monthly Payments September - May (includes August and June)

Registration Fees - Due at Enrollment

- A non-refundable **registration fee of $25.00** per child is required to enroll.
- There is no registration fee for any child with special needs, foster child or any child receiving a DSS voucher or a scholarship based on financial need from Smart Start or The Centers for Exceptional Children.

Deposit - Due by August 15

- Annual deposit of **$50.00** is due. Deposit will be applied to the first tuition payment.
- There is no deposit required for any child with special needs, foster child or any child receiving a DSS voucher or a scholarship based on financial need from Smart Start or The Centers for Exceptional Children.

Transportation

- Preschool children with special needs who are enrolled at the Special Children's School may attend the Extended Day Program at The Children's Center. Parent/guardian needs to request Winston-Salem / Forsyth County Schools bus transportation to The Children's Center. Parent/guardian will need to pick up their child at The Children's Center at the end of Extended Day.

CENTERS
FOR EXCEPTIONAL CHILDREN

Application for Child Enrollment

Please check all programs you wish to enroll your child(ren) in for 2019-20.

The Children's Center 2315 Coliseum Drive	The Special Children's School 4505 Shattalon Drive
___ Infant & Toddler Program ___ Typical Inclusion Program ___ Extended Day Program	___ Typical Inclusion Program

CHILD INFORMATION:

Child _____ Birth Date ____/_____/_____
(Last) (First) (MI) (Nickname)
Ethnicity (Optional) _____ Male____ Female _____

Child's Primary Street Address _____

City _____ State _____ Zip Code _____ County_____

Does your child have any known allergies/special medical concerns? _____
_____
_____

Child's Diagnosis (if applicable): _____
_____

Is there any additional information concerning your child's needs we should be aware of to provide them the best educational environment possible? _____
_____
_____

FAMILY INFORMATION:

Parent/Guardian _____ Preferred Phone _____
Street Address _____
City _____ State _____ Zip Code _____ County_____
Employer _____
Home Phone _____ Mobile Phone _____ Work Phone _____
Email Address _____

Parent/Guardian _____ Preferred Phone _____
Street Address _____
City _____ State _____ Zip Code _____ County_____
Employer _____
Home Phone _____ Mobile Phone _____ Work Phone _____
Email Address _____
Child's Insurance Provider _____ Policy # _____
Medicaid # _____

EMERGENCY CARE INFORMATION:

Name of child's doctor _____ Office Phone _____
Address _____
Hospital preference_____ Phone _____

If neither parent (or guardian) can be contacted, please call:

Name_____ Relationship to Child:_____
Home Phone _____ Mobile Phone _____ Work Phone _____
Name_____ Relationship to Child:_____
Home Phone _____ Mobile Phone _____ Work Phone _____

AUTHORIZED PICK-UP:

Please give the **names and phone numbers** of all persons to whom the child can be released. If someone other than a legal parent/guardian comes to pick up a child, they will be asked to provide identification.

Name_____ Relationship to Child:_____
Home Phone _____ Mobile Phone _____ Work Phone _____
Name_____ Relationship to Child:_____
Home Phone _____ Mobile Phone _____ Work Phone _____
Name_____ Relationship to Child:_____
Home Phone _____ Mobile Phone _____ Work Phone _____

Completed by Parent/Guardian:

I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately. My signature indicates that I have received, read and understand the information outlined in the Enrollment Policies and Fee Schedule.

_____ _____

Parent/Guardian Signature Date

_____

Print Name

Completed by The Centers for Exceptional Children:

I, as the operator of the program, do agree to contact EMS/911 in the event of emergency. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian. Provisions will be made for adequate and appropriate rest and outdoor play.

_____ _____

Director of Education Programs Date

Finance Office Only

Funding Source **Registration paid_____**
____ DSS ____ Smart Start ____CFEC ____ Private Pay **Deposit paid_____**

COPY ON FILE: Birth Certificate____ Social Security Card____ Insurance Card____ Medicaid Card____

CENTERS
FOR EXCEPTIONAL CHILDREN

Program Fee Schedules

2019 - 20 School Year

Program	Hours	Tuition
The Children's Center		
Infant & Toddler	7:55 AM - 2:25 PM	$615.00 / Month 9 Monthly Payments September - May (includes August and June)
Typical Inclusion	7:55 AM - 2 :25 PM	$615.00 / Month 9 Monthly Payments September - May (includes August and June)
Extended Day	2:25 PM - 5:30 PM	$260.00 / Month 9 Monthly Payments September - May (includes August and June)
The Special Children's School		
Typical Inclusion	7:55 AM - 2 :25 PM	$615.00 / Month 9 Monthly Payments September - May (includes August and June)

Registration Fees - Due at Enrollment

- A non-refundable **registration fee of $25.00** per child is required to enroll.
- There is no registration fee for any child with special needs, foster child or any child receiving a DSS voucher or a scholarship based on financial need from Smart Start or The Centers for Exceptional Children.

Deposit - Due by August 15

- Annual deposit of **$50.00** is due. Deposit will be applied to the first tuition payment.
- There is no deposit required for any child with special needs, foster child or any child receiving a DSS voucher or a scholarship based on financial need from Smart Start or The Centers for Exceptional Children.

Transportation

- Preschool children with special needs who are enrolled at the Special Children's School may attend the Extended Day Program at The Children's Center. Parent/guardian needs to request Winston-Salem / Forsyth County Schools bus transportation to The Children's Center. Parent/guardian will need to pick up their child at The Children's Center at the end of Extended Day.