

Cherry Hill Public Schools  
School Age Child Care  
1960 Greentree Road  
Cherry Hill, New Jersey 08003  
856-429-6564  
[www.chclc.org](http://www.chclc.org)



Dear Cherry Hill Parents/Guardians,

Thank you for your interest in the School Age Child Care (SACC) program. SACC operates before school from 7:00AM to 8:45AM and after school from 3:30PM to 6:00PM in each Cherry Hill elementary school. The SACC program is a tuition-based program that offers flexible scheduling opportunities to meet your individual needs. Enrollment in the program continues to be strong and *space is limited*, so we encourage you to register *early* during the registration period. All complete registrations will be considered in the order in which they are received. The registration deadlines are:

- **May 15<sup>th</sup>: Re-Registration deadline** for current SACC students, in good financial standing. Registrations will be considered if the complete registration packet is in the SACC Office by Monday, May 15<sup>th</sup> at **4PM**.
- **May 1<sup>st</sup> - May 31<sup>st</sup>: NEW Registrations** will be considered, on a first come, first come basis, if the complete registration packet is in the SACC Office by **Wednesday, May 31<sup>st</sup> at 4PM**. Notification of acceptance or wait list status will be sent after June 15<sup>th</sup>.
- **June 1<sup>st</sup>- July 31<sup>st</sup>: LATE Registrations** will be considered on a space availability basis.
- **August 1<sup>st</sup> - September 15<sup>th</sup>**: Students will not be accepted during this time period. Registration forms will be accepted for waitlist placement only. Notification of acceptance will be made after September 15<sup>th</sup> as space becomes available.

Enclosed are the SACC Registration form, enrollment agreement and tuition fee schedule.

The days that you select at registration will be the days that your child may attend SACC throughout the year. The tuition for the schedule that you have chosen will be paid in 9 payments and is due on the 15<sup>th</sup> of each month from August 15<sup>th</sup> through April 15<sup>th</sup>.

A security deposit, equal to and to be used for June 2018 tuition, is payable at registration. A personalized tuition payment book and additional information will be mailed mid-July.

Once the school year has started, children may be registered and accepted into the program as space becomes available. Please keep in mind that five (5) business days are required to process registrations before children may attend the program.

We are looking forward to a great year with you and your family. If you have any questions, do not hesitate to contact our office.

Truly yours,

*Melissa Conklin*

Melissa Conklin  
Cherry Hill Public Schools  
SACC Coordinator

***SCHOOL AGE CHILD CARE  
2017-2018 SACC FEE SCHEDULE***

<b>AM and PM (7:00a.m. - 8:45a.m.) &amp; (3:30p.m. - 6:00p.m.)</b>	
<b>Days Per Week</b>	<b>Fee Due Monthly</b>
5	\$340
4	\$305
3	\$235
1 - 2	\$160

<b>AM ONLY (7:00a.m. - 8:45p.m.)</b>	
<b>Days Per Week</b>	<b>Fee Due Monthly</b>
5	\$130
4	\$110
3	\$85
1 - 2	\$55

<b>PM ONLY (3:30p.m. - 6:00p.m.)</b>	
<b>Days Per Week</b>	<b>Fee Due Monthly</b>
5	\$240
4	\$195
3	\$150
1 - 2	\$105

Deposit equal to one tuition payment is due at time of registration.  
 Tuition payments are due August 15<sup>th</sup> through April 15<sup>th</sup>.  
**Registration deposit will be used as May 15<sup>th</sup> payment for June tuition.**  
 Tuition includes *school days*; *holidays* NOT included.

*When **Cherry Hill School District** closes at 1:00 p.m. for all students and staff:  
 PM SACC will not operate; PM EDCC will close at 1pm  
 AM SACC and AM EDCC will operate as usual.*

*When **elementary schools** dismiss at 1:00 p.m. for students:  
 PM SACC will begin at 1PM; PM EDCC will operate as usual.*

***SCHOOL AGE CHILD CARE  
2017-2018 SACC FEE SCHEDULE CONTINUED***

**DISCOUNTS**

<b>SIBLING DISCOUNT</b>	10% discount for multiple children in family (Child with higher tuition pays full tuition, additional children receive discount.)
<b>ANNUAL PRE-PAYMENT</b>	5% discount for payment of annual tuition by August 15 <sup>th</sup> . <i>No refunds or credits for days not used.</i> (Withdrawal from program or schedule change will forfeit discount.)

**ADDITIONAL FEES**

<b>HOLIDAY PROGRAMS</b>	\$50.00 per day
<b>ELEMENTARY HALF DAY</b>	\$30.00 per day (must be reserved in advance)
<b>EMERGENCY ADD-ON FEES:</b>	
<b>AM EMERGENCY ADD-ON</b>	\$15.00 per day subject to space availability
<b>PM EMERGENCY ADD-ON</b>	\$20.00 per day subject to space availability
<b>LATE TUITION PAYMENT</b>	\$15.00 per family for payment received after the 15th of month.
<b>RETURNED CHECK FEE</b>	\$15.00
<b>LATE PICK-UP CHARGE</b>	\$15.00 per quarter hour or portion thereof after 6:00 PM Charge is assessed per family.
<b>FINDER'S FEE</b>	\$5.00 will be charged after the first failure to notify the SACC Office regarding a child's absence from PM EDCC or PM SACC.

**INSTRUCTIONS FOR SUBMISSION  
SACC REGISTRATION FORM**

*The information we request is for the **safety of your child**. Please keep the following suggestions in mind when completing the form and take an extra minute to review the form to avoid common errors. If we need to contact you in an emergency, every minute is crucial.*

1. Type information directly onto Registration Form. Provide *all* information requested. *Red fields are required. **ONLY COMPLETE AND LEGIBLE REGISTRATIONS WILL BE CONSIDERED. Incomplete OR illegible registrations will be returned!***
2. Provide information for **both** parents (legal guardians). Exceptions: (1) if parent submitting registration is *sole legal* guardian (legal documentation indicating sole guardianship must be provided); (2) other parent is deceased (please indicate); or (3) if parent is sole natural/adoptive parent (please indicate).
3. Indicate phone number where you can be reached quickly in the event of an emergency. If cell phone is used as home phone, please indicate. Indicate phone number in the following format: 856-555-1234 (*not* 8565551234).
4. List the complete name of the company where parents are employed. Do not list only “SELF” as the employer. Please indicate name of business.
5. Be sure your emergency contacts are **local** and are available at the stated telephone number **during SACC hours**. Out of state friends or relatives unfortunately cannot respond in a timely manner to an emergency. We suggest a neighbor or co-worker.
6. Be sure to inform emergency contacts that they are listed as such and will be asked to take responsibility for your child’s needs if called. This may include picking-up your child in an emergency.
7. Be specific regarding child’s medical issues. Do not use abbreviations for medications or medical conditions. Please explain medical issues in “every-day” language.
8. If child requires an Epi-Pen the “Emergency Administration of Epinephrine by Unlicensed Personnel for Life Threatening Allergic Reactions” packet must be completed and submitted prior to August 15<sup>th</sup>.
9. Print completed form on **plain white paper, single-sided**; keep a copy for your records.

**The following items must be submitted in order for registration to be considered:**

- ▶ Complete Registration Form signed by parents/guardians.
- ▶ Enrollment agreement signed parents/guardians.
- ▶ \$30 family non-refundable registration fee.
- ▶ Security Deposit for each child (Refer to Fee Schedule)  
Security Deposit to be used for June 2018 tuition.



