

## *Commonly Asked Questions and Answers*

### **Q: Who is given priority for enrollment?**

A: **Employees of the Commonwealth of Massachusetts** are given priority over non-state employees for enrollment in the Center. The Center also recognizes the important developmental benefits which arise as a result of having siblings attend the same childcare program, and therefore equal priority will be given to employees of the Commonwealth of Massachusetts and non-state employees with siblings currently enrolled in the Center. Admission is then based on preliminary application date and age ratios in each classroom.

### **Q: What steps should I take to enroll my child in the center?**

A: 1) Parents are encouraged to make arrangements with the Director to visit the Center.

2) Parents fill out and submit a preliminary application form, including the \$50 non-refundable application fee, which officially places your child on our waiting list.

3) Upon notification of a space being available, an appointment may be made to meet with the Director and ask questions, as well as observe in the classroom where the enrollment slot is available. Please keep in mind that the more flexible you are with a start date, the more likely you will to receive a childcare slot.

4) Children are officially enrolled when all necessary enrollment forms are in and a security deposit of four weeks tuition has been made.

**Q: Is the Commonwealth Children's Center only for State Employees?**

A: No! Although enrollment priority is given to State Employees, the Commonwealth Children's Center recognizes the strong impact that a diverse environment has on children's lives. We are committed to providing children with role models from various segments of the community. We are also dedicated to providing diversity among the families that we serve. Therefore, we will not discriminate in our hiring or enrollment on the basis of race, religion, cultural heritage, national origin, political beliefs, marital status, sexual orientation, or disability. Anyone is welcome to apply.

**Q: Do you accept Vouchers?**

A: Yes! We will accept any voucher that you apply for through an agency such as Child Care Choices or Child Care Circuit. There are limited voucher slots available in each classroom. Enquire for availability.

**Q: How is the tuition rate established?**

A: CCC has a strong commitment to affordability for a range of income levels. Tuition varies between the classrooms and is available on a sliding scale fee to state employees. Non-state employees must pay the full fee. The weekly tuition rate is figured to cover costs on a yearly basis. We cannot offer credit for days missed due to illness or vacation.

***Sliding Scale Fee:*** State employees wishing to take advantage of the sliding scale must submit two recent pay stubs as proof of state employment and a most recent tax return for income verification, based on annual household income.

***Sibling Discount:*** Parents with two or more children in the Center are entitled to a 20% sibling discount off of the older child's tuition

excluding the Infant classroom. The 20% sibling discount will be in effect once both children are enrolled on a full time basis.

***Payments:*** Payments are due every other Friday for the current week and upcoming week.