



INGOMAR CHILD ENRICHMENT CENTER  
1500 W. INGOMAR ROAD, PITTSBURGH, PA 15237-1664  
PHONE 412-364-4089, Email [ICEC@ingomarchurch.org](mailto:ICEC@ingomarchurch.org), [www.ingomarpreschool.org](http://www.ingomarpreschool.org)  
KINDERGARTEN, PRESCHOOL & CDC REGISTRATION INFO 2023-2024

**REGISTRATION WILL OPEN WEDNESDAY, JAN. 11, 2023**

**Hello Everyone!!**

Thank you for your interest in ICEC. Registration for Kindergarten, Preschool and Childcare (CDC) opens to the public on **January 11, 2023**, and a link will be posted to our website [www.ingomarpreschool.org](http://www.ingomarpreschool.org).

On Jan 31 (or earlier) you will receive an e-mail concerning your child's class placement. Upon receipt of this e-mail, the registration & program fees for Kindergarten, Preschool and CDC will be requested by Feb 10 to secure your child's spot for our 2023-24 school year.

**Fees due at time of class assignment confirmation (These fees are NOT refundable):**

- **Kindergarten & PS Registration & Program fee** - This fee is used to offset administrative processing costs as well as expenses related to Field Trips, holiday programs, and other special programming.
  - **Kindergarten** - 1 Child - \$180
  - **3 - 5 year olds** - 1 Child - \$160; \$30 discount for each additional child
  - **Older 2's** - 1 Child - \$80; \$15 discount for each additional child
  - **Grown-Up and Me** - \$30 (no additional discount)
- **CDC Registration Fee**
  - CDC Only Family : \$90/child or max \$160/family
  - CDC & PS Family : \$60/child or max \$120/family

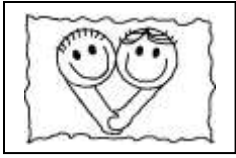
**Immunizations:** All children must be on an immunization schedule to attend ICEC.

**Scholarships:** Tuition assistance may be available to families in low - income brackets. Please see the ICEC Office Manager for Scholarship information. **Completed** Scholarship Applications are due by May 31, 2023.

The ICEC Director reserves the right to grant alternative class assignments to meet the individual needs of children placed in our care.

**ICEC Mission:** Our mission is to build community with young children and their families, to foster relationships within these groups and to provide an environment where children learn through play and experience God's amazing love!

**See reverse side for Kindergarten & PS Classes being offered**



# Ingomar Child Enrichment Center

## 2023/2024 Class Choices

### First Week of Classes: September 5

	Age Group	Session	Monthly Tuition	Class Size Ratio	Child Age
	My Grown Up & Me	Tu or Th 9:30-11	\$70	7 Children	2 yr old by 12/31/2023
<b>Older 2</b>	2 Day Older Twos	T-Th 9:15-11:15	\$140	12 Children 6:1	3 by 12/31/2023 Birth date between 8/1/2020 and 12/31/2020
<b>3 Year Old Classes</b> (child must be potty trained)	2 Day Threes AM	T-Th 9:00 - 11:30	\$145	12 Children 6:1	3 yr old by 9/1/2023
	2 Day Threes PM	T-Th 12:30 - 3:00	\$145	12 Children 6:1	3 yr old by 9/1/2023
	3 Day Threes AM	M-W-F 9:00 - 11:30	\$180	12 Children 6:1	3 yr old by 9/1/2023
	3 Day Threes PM	M-W-F 12:30 - 3:00	\$180	12 Children 6:1	3 yr old by 9/1/2023
	3 Day Older Threes PM	M-W-F 12:30 - 3:00	\$180	12 Children 6:1	4 yr old by 12/31/2023 Birth date between 8/1/2019 and 12/31/2019
<b>Pre K (4 Year Old) Classes</b>	3 Day Fours AM	M-W-F 9:00 - 11:30	\$180	16 Children 8:1	4 yr old by 9/1/2023
	4 Day Fours AM	MTWTh 9:00 - 11:30	\$220	16 Children 8:1	4 yr old by 9/1/2023
	4 Day Fours PM	MTWTh 12:30 - 3:00	\$220	16 Children 8:1	4 yr old by 9/1/2023
	3 Day Extended Day for 4's	M-W-F 9:00 - 1:30	\$275	14 Children 7:1	4 yr old by 9/1/2023
	4 Day Extended Day for 4's	MTWTh 9:00 - 1:30	\$360	14 Children 7:1	4 yr old by 9/1/2023
	4 Day Older Fours PM	MTWTh 12:30 - 3:00	\$220	14 Children 7:1	5 yr old by 12/31/2023 Birth date between 8/1/2018 and 12/31/2018
<b>TK</b>	Transitional Kindergarten PM	MTWThF 12:30 - 3:00	\$275	16 Children 8:1	5 yr old by 9/1/2023
<b>K</b>	Kindergarten	MTWThF 9:00 - 3:00	\$800	20 Children 10:1	5 yr old by 9/1/2023

Information about classes can be found on  
[ingomarpreschool.org/preschool](http://ingomarpreschool.org/preschool)



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## General Childcare (CDC) Information for School Year 2023/2024

Room	Ages	Ratio (teacher to child)
Infant Room	6 Weeks - 18 Months	1:3
CDC1	12 Months - 2 years	1:5
CDC2	2-3 years old	1:6
CDC3	3-4 years old	1:6
CDC4	4-5 years old	1:10

- **FIRST AVAILABLE DAY of CHILDCARE (CDC):** Aug 21, 2023
- **HOURS OF OPERATION:** 8 am - 4 pm
- **TUITION:**
  - \$7.90/hour for Infant, CDC1 & CDC2
  - \$7.60/hour for CDC3 & CDC4
- **DISCOUNTS:**
  - 10% for siblings (each child at ICEC at least 24 hours/week), discount applies to only the eldest sibling and will be split across PS and CDC if applicable.
- **REGISTRATION FEE:** CDC Registration fee will be due Feb 10, 2023.
- **BILLING:** Bills will be generated in May for Aug /Sept tuition. Payment will be due June 1, 2023.
- **REFUNDS:** Your registration fee is non-refundable. If your placement is cancelled or changed after the 15<sup>th</sup> of February, you will still be accountable for the August / September payment based on the original schedule.
- **REQUIREMENTS FOR ENROLLMENT**
  - Infant, CDC1, & CDC2: 5 hour minimum and 2 days a week is required.
  - CDC1, CDC2, & CDC3: No drop off after 10:30am.
  - CDC1, CDC2, & CDC3: Pick up cannot occur between the hours of 12:30 and 2:30pm due to nap.
  - CDC 2, CDC3 or CDC4: 2 hour minimum during lunch hour if following or preceding a PS class.
  - CDC3 & CDC 4: Must be in a PS class to attend CDC & **must be potty trained**.
- **PERMANENT PLACEMENT START DATE:** For CDC1, CDC2, CDC3 or CDC4 we will no longer be able to hold a permanent placement with a start date beyond September. You may start at a later date, but you will be asked to pay the permanent placement schedule starting in September.
- **INFANT ROOM:** We are no longer able to hold a spot in the infant room past December for a child. If the child is not going to attend the CDC until after December 1, you will be asked to pay for the placement requested from December 1 until the start date of the child.
- **PERMANENT PLACEMENT SCHEDULE CANCELLATION OR CHANGES:** Cancellations and changes must be made by the 15<sup>th</sup> of the month before the change or cancellation is to take place. Once billing for amount has occurred, you will be charged for that time. (Initial schedules are exception to the rule as stated under the refund bullet point)
- **CANCELLATIONS DUE TO ILLNESS OR VACATION WILL NOT BE CREDITED OR RESCHEDULED.**