



MARILLAC
St. VINCENT
Family Services

Marillac St. Vincent Family Services Enrollment Guide

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Frequently Asked Questions

The Enrollment Process

1. Can I tour the school before deciding to apply?

Absolutely! If you would like to take a tour of either location, please contact the Office of Admissions at the location of interest. Office of Admissions phone numbers:

- Marillac Social Center (west side): (773) 584-3290
- St. Vincent de Paul Center (north side): (312) 278-4142

2. How can I add my child to the waiting list?

Please contact the Office of Admissions at your location(s) of interest (see above) to be added to the waiting list, OR fill out the enrollment interest form at <https://marillacstvincent.org/enrollment>. Admissions staff will take down your basic information and your child's name. A child must already be born before being added to the waiting list.

3. How long will I be on the waiting list before I can enroll?

The waiting period varies by center and depends on several factors such as your placement on the list and current classroom availability for your child's age group. Wait times can be upward of 1 year (or longer) for in-demand age groups, but it may also be shorter. Please contact admissions staff to get a current waiting list estimate. Estimates are *not* guarantees for enrollment at any specific time.

4. Does filling out a CCAP application guarantee my child a spot in a classroom?

No — completing the Child Care Assistance Program application [see next section for more details] does not guarantee your child a spot in a classroom. Starting an application is only one step toward final enrollment. Spots will not be reserved until CCAP applications have been approved and all other enrollment requirements have been met.

5. When will I find out if my CCAP application or Payment Agreement has been approved?

Please allow up to one week for your application or Payment Agreement to be processed. Some applications may be pended (i.e. delayed) due to a need for additional documentation or further clarification; Admissions staff will make you aware of any pending matters as soon as possible and will work with you to resolve any issues.

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Tuition and Child Care Assistance Program (CCAP) Eligibility

1. How much does it cost to attend MSV?

The cost of attending MSV depends on whether you will be applying via CCAP — State funded child care assistance subsidies — or completing a Payment Agreement for out-of-pocket tuition payments. Please see the following questions for more information on CCAP. For the 2018-2019 out-of-pocket rates, please contact our admissions staff.

2. What is CCAP?

The Child Care Assistance Program (CCAP) is a state-funded program designed to provide eligible working families with access to affordable, high quality child care. Eligible applicants are given a weekly co-pay amount and are responsible for payment. This amount is generally based on a person's family size and monthly gross income.

3. Am I eligible for CCAP?

Basic CCAP eligibility requirements include:

- Qualified Employment (25+ hours every week) during center operating hours (9am-6pm) **OR**
- Enrollment in college (1st bachelor's degree)/Vocational school/GED program or High School **OR**
- TANF participation **as well as,**
- Gross household income amounts that meet or fall below the state-set maximum income standards

For more details on CCAP policy and to check your eligibility, please visit

<http://www.dhs.state.il.us/page.aspx?item=30355> or call the Office of Admissions at either location.



Health Requirements

1. What medical documentation is required to enroll?

All students must have a physical dated no longer than 6 months before the time of enrollment. It must include up-to-date vaccinations and all necessary test results appropriate for their age. These include: Diabetes screening, Lead test, Hemoglobin/Hematocrit, etc. If your child has any medical conditions, they will need an action plan signed by a physician and we will need their medication prior to their first day.

2. Does my child need to be vaccinated?

Illinois DCFS Licensing Standards for Day Care Centers states that a child’s medical report (i.e. physical) “shall indicate that the child has received the immunizations required by the Illinois Department of Public Health in its rules” (Section 407.310, page 66). The Centers for Disease Control and Prevention (CDC) also recommends that all children be fully vaccinated in order to prevent possible life-threatening diseases. Marillac St. Vincent Family Services operates in compliance with DCFS licensing regulations. If you have concerns about your child’s immunization record, please speak with admissions staff.

3. What if my child has Asthma, Food Allergies, a history of seizures, or another medical condition?

If your child has any of the listed conditions or any other medical condition, they must have a recent medical action plan signed by a physician. Although most physician offices can provide these forms to you, our offices can also provide you with blank copies to take to the doctor.



General Information

1. What are your childcare hours?

Childcare hours at both locations are from 7:00 am-6:00 pm, Monday through Friday.

2. Are you open during the Summer?

Yes! Our Birth-Three programs are year-round (September to August) and we offer Summer Camp programming to school-age students.

3. Does my child need to be potty-trained to enroll?

No. MSV will not deny enrollment to toddlers who are not yet potty-trained.

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