



# **CLIFF DRIVE CARE CI**

Dear scholarship applicant,

The board of Directors of Cliff Drive Care Center has determined that all scholarships are awarded on a school year basis (September-August). Scholarship applications are due mid-August for the following year. Please fill out the attached scholarship application and return it to the director. In addition to your application the Board requires that you include a copy of page one of your most current Federal Tax form and three months of paystubs. Applications will not be considered if page one of your Federal Tax form is not included. Please review the attached Scholarship Policy for the application guidelines.

All scholarship applications must be received no later than \_\_\_\_\_.

Sincerely,

Danielle Garcia  
Business Administrator

# SCHOLARSHIP POLICY

## I) Philosophy

- A) The CDCC Board of Directors has recognized that there are parents with financial hardship who are not always able to fully afford the cost of childcare. The scholarship program has been set up to allow those needs to be considered. Scholarships are need-based in nature. Parents should be encouraged to apply if they qualify.

## II) Policy

- A) Any family with a child currently enrolled in CDCC may apply for a scholarship, by meeting the following qualification:
  - 1) **The family must be current on their child's tuition with a zero balance at the time of application.**
- B) Cliff Drive Care Center offers two concurrent scholarship programs based on need and available funding.
  - 1) Cliff Drive Care Center Basic Scholarships are offered to families of any income level with demonstrated financial need. Students receiving Basic Scholarships **are required to have attended CDCC for a minimum of three months prior to the scholarship being awarded. If the child has not attended CDCC for three months when the scholarship application is received and the family is awarded a scholarship, the scholarship will not be applied to the account until the child's account has been active and current for three months.**
  - 2) Cliff Drive Care Center Low Income Scholarships are offered to **families who meet the criteria for Low- and Moderate-Income households as determined by the Department of Housing and Urban Development.**
- C) Applications may be obtained from the director. Completed applications must be returned, along with the front page of the previous year's 1040 Tax Form, to the CDCC Business Administrator by Aug 15<sup>th</sup> of the month for submission to the Board. During the year, scholarships will be awarded on a need basis if funds are available.
- D) CDCC Basic Scholarships
  - 1) The CDCC budget allows for a monthly amount to be given for scholarships.
  - 2) Basic Scholarships may not exceed \$150.00 monthly per family, or 50% of the expected monthly tuition, whichever is lower
- E) CDCC Low Income Scholarships
  - 1) CDCC Low Income Scholarships are provided through the generosity of donors and the receipt of grants. They are provided as funding is available.
  - 2) Low Income Scholarships may not exceed 50% of the family's expected monthly tuition.
  - 3) If Low Income Scholarship funding is not available in a given year, Low Income Scholarship Applicants will be considered for a CDCC basic scholarship.
- F) While scholarships are granted for a twelve-month period, the Board reserves the right to rescind a scholarship if current monthly tuition payments are not made or for failure to provide continued financial reports.
- G) Scholarship recipients must report any changes to their financial situation and confirm their information every three months. Failure to do so may result in the scholarship being rescinded.
- H) The Board may deny a scholarship and request the Free Methodist Church to assist the family through the church's "benevolence fund." This decision, however, is made by the Free Methodist Church leadership.
- I) Exceptions to the above policy will only be granted by the CDCC Board. Any such exceptions are not to be interpreted as future policy unless so amended by the Board.

**Cliff Drive Care Center**  
**STUDENT SCHOLARSHIP APPLICATION**

- Parents should plan on making their regular payment for childcare until they are notified otherwise.
- Scholarships are granted based on money available to the Board and based on the needs of the parent. When the Board receives multiple scholarship applications, the Board may elect to only award money to those in greatest need, or they may award an amount less than the amount requested. Scholarship terms run from September to August and then parents must re-apply. Updated financial information must be included as well as a current copy of page one of your last Federal Tax return.

**Please carefully answer all questions asked. Inaccurate or missing information may result in denial of the scholarship.**

Name of enrolled student: \_\_\_\_\_ Student's age: \_\_\_\_\_

Program student is in (Infant Center, Preschool, Pre-K, Afterschool, After-K, Summer Camp): \_\_\_\_\_

Scholarship Program Being Applied for: Basic Scholarship \_\_\_\_\_ Low Income Scholarship \_\_\_\_\_

Parents Name: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

How long has the student been enrolled? \_\_\_\_\_

Other siblings at Cliff Drive: \_\_\_\_\_

Have you received scholarship money in the past? \_\_\_\_\_

If yes, when: \_\_\_\_\_; the approximate: \$ \_\_\_\_\_; the period of time: \_\_\_\_\_

The reason you applied for this scholarship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monthly scholarship amount applied for (circle the amount): \_\_\_\_\_ Date applied: \_\_\_\_\_

**PLEASE INCLUDE A COPY OF THE FIRST PAGE OF YOUR MOST RECENT FEDERAL INCOME TAX RETURN  
AND THREE MONTHS OF PAY STUBS**

.....  
DO NOT WRITE BELOW THIS LINE

Child's regular monthly tuition: \$ \_\_\_\_\_ Board action: \_\_\_\_\_ Date: \_\_\_\_\_

Scholarship granted: \_\_\_\_\_

Conditions to be met: \_\_\_\_\_

Regular: \_\_\_\_\_ Special Funds: \_\_\_\_\_

Period for: \_\_\_\_\_ to \_\_\_\_\_.

**FINANCIAL INFORMATION FOR SCHOLARSHIP APPLICATION for \_\_\_\_\_**

Monthly Income:

Gross wages: \_\_\_\_\_ (before taxes are taken out)

Net Wages: \_\_\_\_\_ (after tax deductions)

Plus

Other Income: \_\_\_\_\_

(#1) Net Income: \_\_\_\_\_

**PRESENT MONTHLY EXPENSES:**

Pro-rate those that occur at other intervals, such as annually)

Housing: \_\_\_\_\_ (Include property taxes & insurance, if you own you own home).

Utilities: \_\_\_\_\_ (Water, Electricity, Gas, Trash, Phone)

Medical: \_\_\_\_\_

Insurance: \_\_\_\_\_ (Auto, Life, other)

Clothing: \_\_\_\_\_

Food: \_\_\_\_\_

Loans & Bank Card Payments: \_\_\_\_\_

Car Expenses: \_\_\_\_\_ (Gas, Oil, Repairs)

Child Care: \_\_\_\_\_ (other than Cliff Drive)

Other: \_\_\_\_\_ (please specify) \_\_\_\_\_

(#2) Total Monthly Expenses (not including Cliff Drive Child Care): \_\_\_\_\_

NET INCOME AFTER EXPENSES (#1 minus #2): \_\_\_\_\_

AVERAGE MONTHLY CHILD CARE EXPENSES  
FROM CLIFF DRIVE: (Not including scholarships) \_\_\_\_\_

Other Resources:

Savings account balance: \_\_\_\_\_

Bonds: \_\_\_\_\_

Stocks: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: \_\_\_\_\_

# SCHOLARSHIP POLICY – Parent Copy

## III) Philosophy

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