



SOTP Childcare

CCS SCHOLARSHIP INFORMATION & POLICY PACKET

At SOTP Childcare, we believe high-quality, professional early education should be accessible to all families in our community. We proudly participate in the Maryland Child Care Scholarship (CCS) Program (administered by the Maryland State Department of Education).

This packet provides important details regarding how state subsidies are applied to our program, our financial policies, and the required documentation to secure your child's enrollment.

1. UNDERSTANDING THE CCS PROGRAM AT SOTP

The Maryland Child Care Scholarship program helps eligible families pay for child care. However, please note that state subsidy rates do not always cover our full standard private tuition rates. As a participating provider, we structure our payments as follows:

- Assigned Weekly State Co-Pay: Your scholarship voucher specifies a weekly co-pay amount determined by the state based on family income. This co-pay is paid by you directly to SOTP Childcare every Monday morning.
- Tuition Differential Fee (Overage): SOTP Childcare's standard weekly tuition is \$265.00. If the maximum weekly reimbursement voucher rate authorized by the state is less than \$265.00, the family is responsible for paying the difference (the differential fee) weekly.

How Your Weekly Payment is Calculated:

Your Weekly Out-of-Pocket Cost = State-Assigned Co-Pay + Differential Fee (Overage)

Example: If your weekly state-assigned co-pay is \$15.00, and the state voucher pays SOTP \$220.00 weekly, the remaining differential to meet our standard rate is \$45.00 (\$265 - \$220). Your total weekly payment to SOTP would be \$60.00 (\$15 co-pay + \$45 differential).

2. REQUIRED SCHOLARSHIP DOCUMENTATION

To enroll your child using a scholarship, SOTP Childcare requires the following documents prior to your child's first day of attendance:

- A copy of your active, approved Maryland Child Care Scholarship Voucher.
- A completed and signed SOTP Childcare Enrollment Application.
- Signed Parent-Provider Financial Agreement.

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SOTP Childcare: SCHOLARSHIP PROGRAM APPLICATION & AGREEMENT

PART 1: SCHOLAR & FAMILY INFORMATION

Child's Full Name	
Date of Birth (MM/DD/YYYY)	
Parent/Guardian Name	
Phone Number	
Email Address	
Home Address	

PART 2: STATE SCHOLARSHIP DETAILS (FROM VOUCHER)

Voucher Case Number	
State Assigned Weekly Co-Pay \$	
Voucher Effective Date Range	
Phone Number	
Email Address	
Home Address	

PART 3: PARENT/PROVIDER FINANCIAL AGREEMENT

Please read and initial each statement below to confirm your understanding and agreement:

_____ (Initials) I understand that my child's weekly tuition is \$265.00 and that I am contractually obligated to pay both my state-assigned co-pay AND any differential fee (overages) to SOTP Childcare weekly.

_____ (Initials) I understand that all payments are due on Monday morning of each week before services are rendered. A late fee of \$25.00 will be applied to payments received after Tuesday at 6:00 PM.

_____ (Initials) I understand that I am responsible for submitting all renewal paperwork to the Maryland State Department of Education on time to prevent scholarship expiration. If my voucher expires, I am responsible for paying the full private rate of \$265.00 per week to maintain my child's slot.

By signing below, I certify that the information provided is accurate and that I agree to comply with all financial policies of SOTP Childcare.

SIGNATURES:		
Parent/Guardian Signature		Date:
SOTP Childcare Director Signature		Date:

SOTP Childcare - CCS Scholarship & Enrollment Packet

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