



Space Family Education, Inc.

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SFEI Membership

The parents of all children enrolled at the JSC CCC or on the waiting list must be members of SFEI. Membership is open to Federal Civil Service employees, military personnel stationed at JSC, Exchange employees, and NASA JSC contractor employees (both on-site and off-site). SFEI staff members are also eligible to become members in a non-voting capacity. NASA employees being transferred to JSC may join SFEI and be placed on the waiting list when the reassignment is announced.

Members are entitled to place children on the waiting list, enroll children at the center (subject to availability), vote in elections for the Board of Directors, nominate others or run for Board positions, and vote to change by-laws. Each paid membership is entitled to one vote. A single person who qualifies for membership may join SFEI as a single member. A married couple with at least one spouse who qualifies for membership may join SFEI as a family membership, where both spouses jointly share one vote. A married couple, with both spouses qualifying for membership, may join SFEI as two individual members, or as a family membership. Only one membership per family is required.

To become an SFEI member, the eligible person completes an SFEI Membership Application form and submits the form and membership dues to the Program Manager at the center. The form may be obtained from the SFEI website under "Member Info" or from the Program Manager. Prorated rates are available for members joining mid-year and are listed on the Membership Application form.

The data to be provided on the form includes contact information (address, phone numbers, email, etc.), employer information, and waiting list information (child's name, age, earliest enrollment date, etc.).

All members must renew their membership annually by paying dues on or before September 1. The dues cover all children in the family including both enrolled children and children on the waiting list. Reminder notices to pay membership dues will be emailed to all SFEI members each August. Members who have not paid by September 15 will receive a delinquent dues notice. Failure to pay membership dues by October 1 of each year will result in membership cancellation and automatic removal of the member's children from the JSC CCC Waiting List (if applicable).

Once enrolled, a child is only allowed to remain at the JSC CCC as long as at least one parent meets the eligibility requirements. If the employment status of a parent changes such that neither parent is associated with JSC, the child will be allowed to remain at the center for up to one month unless the child is enrolled in Pre-Kindergarten. Pre-Kindergarten students of parents that are no longer associated with JSC will be allowed to complete the entire school year. In the event of a member's

death where the spouse is not a NASA civil servant or a contractor of NASA JSC, the surviving parent will be allowed to retain membership status and the child will be allowed to remain

WAITING LIST AND ENROLLMENT

To enroll a child at the JSC CCC, parents must become members of SFEI and request that their child be placed on the JSC CCC waiting list. When an opening for the child occurs, the parents are contacted via email by the Facility Director and offered the spot. Upon acceptance of the spot, the parents register their child with the center by submitting the required paperwork and paying the security deposit. The CCC determines the child's start date. The first tuition payment is due on the start date of the child. The following sections detail each step of the process.

Waiting List

SFEI maintains a waiting list of parents who desire enrollment for their child(ren) in the JSC CCC. All openings at the JSC CCC are filled from the waiting list. Only SFEI members who already have children, are pregnant, or have begun the process of adoption are eligible to join the list.

To place a child on the waiting list, the parent completes an SFEI Membership Application form and submits the form and membership dues to the Program Manager at the center. The Program Manager will note the date and time that the form was received and provide the form to the Assistant Director. The Membership Application Form is available on the SFEI website.

The Facility Director will assign a confidential identification code for each child listed on the form and place each child on the waiting list in the appropriate age group category. The CCC will then provide the identification code(s) to the parent via email.

The children on the waiting list are prioritized based on the employer group of the parent (civil servant or contractor) and a "point system."

The waiting list is published on the SFEI web page under "Member Info." Only identification codes are published. The identification codes for each age group are listed in priority order with corresponding "earliest enrollment dates (EED)" and number of points. The published waiting list is updated once per month. Discrepancies in the published waiting list should be immediately reported to the CCC.

When an opening occurs in the center, the parent of the child with the highest priority in the associated age group is contacted by the Facility Director and offered the spot. At that time, the parent will be informed of the available start date for their child. Upon acceptance of the spot, the parent then registers their child with the center.

Waiting List Identification Code

Each child placed on the waiting list is assigned a confidential identification code. The code consists of three parts:

The first digit indicates the employer of the parent:

“N” indicates NASA Civil Service/Military/Exchange/SFEI Personnel

“C” indicates an On-site or Off-site Contractor of NASA JSC

The second digit indicates an age grouping based on the child’s birth date. Each year the new group of infants is given the next letter of the alphabet. For example,

“K” refers to children with a birthdate between September 2, 2023 and September 1, 2024.

“L” refers to children with a birthdate between September 2, 2024 and September 1, 2025.

The remaining digits indicate the identification number for the child. This number is for identification only and is completely unrelated to priority. Twins and other multiples are assigned the same code with a “-1, -2,” etc., appended.

An “-E” at the end of the code indicates that the child has a sibling already enrolled at the center.

Waiting List Priority

Each age group section of the waiting list is prioritized based on the employer of the parent, and whether or not a child has a sibling enrolled in the center:

First priority - NASA employee dependents with siblings enrolled (-E code)

Second priority - JSC contractor dependents with siblings enrolled (-E code)

Third priority – NASA employee dependents without siblings enrolled

Fourth priority - JSC contractor dependents without siblings enrolled

If the sibling of a child on the waiting list leaves the center, the child on the waiting list will lose “sibling enrolled priority status” and be placed into the priority categories based on the employer of the child’s parent. If a child who enrolls has a sibling still remaining on the waiting list, the sibling will be moved to the “sibling enrolled priority status” as soon as the enrolled child has started at the CCC.

The children within each of the above categories are prioritized according to a “points” system. The following criteria are used when calculating the number of points for each child:

One point is assigned for each month on the waiting list.

If a child has a sibling that was previously added to the list, (s)he will be assigned additional points equal to one-half of the sibling’s points (up to a limit of 10 points). No points are added when siblings are placed on the waiting list at the same time. The purpose of these additional points is to give the second child added a chance of entering the center at approximately the same time as his/her sibling. If a child is later moved to the “sibling enrolled” priority group, the extra “sibling on the list” points are removed.

Children of the Board of Directors will be assigned 10 additional points. They may retain these points if a full term was served.

If a spot is declined, 10 points are deducted, and another offer is not made for 3 months. Twins and triplets will not be penalized for declining a spot unless there are enough openings for all of the children.

An adopted child may begin accumulating monthly points once the adoption process has been initiated, but only up to a maximum of 9 points until the child is received. However, any points received because the parent is a Board Member still apply.

In the event of a miscarriage, parents will retain their spot on the waiting list, but a maximum of 9 points may be accumulated prior to the actual birth of a child. However, any points received because the parent is a Board Member, still apply.

If a parent voluntarily withdraws a child from the facility and wishes to place the child back onto the waiting list, they may do so by contacting the Facility Director. Accumulation of points will begin as of the date that the child is placed back onto the waiting list (no previous points will be carried over).

If a parent withdraws due to special circumstances (ex. required temporary job transfer), the parent can request retention of previous wait list points. This must be approved by the Director and the Policy and Procedures Board of Directors member. This will not be granted for extended vacations or removal of children for the summer.

Age Group Definitions

Children at the JSC CCC are placed in an age group category based on their age as of September 1 of the current school year to ensure they graduate from Pre-Kindergarten at the appropriate age. In Texas, children may not enter public Kindergarten unless they are 5 years old on or before September 1.

The JSC CCC wait list will be organized by rooms (Room 0 Wait List, Room 1 Wait List, Room 2 Wait List, etc.) and will be posted monthly to the webpage. Each child will be placed on the Room Wait List that corresponds to their age as of Sept 1. A child will be on a single Room Wait List. Room 0 Wait list and Room 1 will have separate wait lists; Room 2 and 3 will have separate wait list sections. Rooms 4 and 5 will be combined into a single list (2's), Rooms 6 and 7 will be combined into a single list (Early Pre-K 3's & 4's), and Rooms 8 and 9 (Pre-K 4's & 5's) will be combined into a single list.

In the spring of each year, the children will be moved to the wait list of the room they are now eligible for based on their ages as of September 1. All identification codes and points earned remain the same.

Children will remain on a single room wait list for the entire year. The only exceptions are below:

Children born after Sept 1 of the current year will be placed on a wait list titled Younger Infants for the following school year. These children are not eligible for a spot on the Room 1 wait list immediately. On Jan 1 of the current school year, children born between Sept 1 and Dec 31 will be added to the Room 1 wait list. Children born after Dec 31 will be added to the Room 0 or Room 1 wait list for the following year's migration (and are not eligible for a spot until the following year's August migration).

Children on the Room 0 and Rooms 1-3 wait list will be occasionally adjusted to match the age range in the classrooms. Occasionally children are moved between Rooms 1-3, based on availability as the children grow and reach new developmental milestones. If such movement occurs at the center, the wait list will be synced with the ages of children that best fit into the rooms. All families will remain on the wait list with their point, but the room they are listed under could change.

Earliest Enrollment Date

Parents have the option to indicate an “earliest enrollment date” (EED), which would be the earliest they would desire to have their child placed in the center. If they have provided this date, they will not be called earlier and penalized for declining a spot. A blank EED indicates that the parents wish to enroll their child as soon as an opening becomes available. It is the parents’ responsibility to change the EED as necessary. Parents should submit their request in writing to the CCC. **The “earliest enrollment date” does not imply that an opening will be available for the child on that date.**

How Openings at the JSC CCC Are Filled

As children withdraw from the center, the openings are filled from the waiting list. The majority of openings in the center occur each summer when the Pre-K children graduate and withdraw to go to elementary school Kindergarten. Due to the number of children on the waiting list, the center is usually filled to capacity by the end of August each year.

When an opening becomes available, the following process is used to fill the spot:

The CCC contacts the parent of the child with the highest priority for the age group on the waiting list. Children with an EED that is later than the date the opening will occur will be skipped. All contact information provided by the parent will be used (i.e., home phone, work phone, cell phone, pager, email). It is the responsibility of each parent on the list to notify the CCC of any changes to their location and contact information, especially email addresses. The CCC will attempt to contact the parent for up to three business days before moving to the next name on the list.

Upon notification of the date of the opening, the parent has two business days to accept or decline the spot. If the spot is accepted, the parent must begin registration of their child no later than 5:30 p.m. of the next business day or the spot will be forfeited. If the spot is declined, 10 points will be deducted from the total points accumulated for the child, and the child will not be eligible for enrollment for three months.

The first step in registering a child is to pay a refundable security deposit of \$250 to the Program Manager at the center (reference Tuition and Fees, Appendix A). Checks should be made payable to “SFEI.” Upon receipt of the security deposit, the Program Manager will supply the required enrollment forms. These forms are due no later than one week prior to the start date of the child.

Tuition payments must begin on or before the start date of the child. If the parent is paying monthly and the child enters the center in the middle of a month, the tuition will be prorated for the month. If for some reason the child cannot begin on the start date, the spot may be “held” by paying full tuition for a period not to exceed 3 months from the start date.