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The Shul's Child Enrichment Center

Step Up

Parent Guidebook

Your guide for navigating the Step Up
funding process at our school

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About Step Up for Students

Step Up for Students is a state-approved nonprofit scholarship funding organization that helps administer scholarships for Florida schoolchildren.

Scholarship types

There are 3 types of Step Up scholarships that can be used at the CEC:

- [Unique Abilities \(UA\)](#) - students age 3+ (as of December 31 of the school year applied for), with a specific medical diagnosis
- [Family Empowerment Scholarship for Education Options \(FES-EO\)](#) - income based
- [Florida Tax Credit \(FTC\)](#) - all Kindergarten students are eligible

Eligibility & application info

- Applications typically open during the early spring months for the following school year.
- If you are interested in applying for a scholarship, you can visit StepUpforStudents.org to learn more about the programs and application requirements.
- Our partner organization, Teach Florida, also has various resources on [their website](#) to help you determine your eligibility.
- Step Up for Students manages scholarship applications, eligibility decisions, and application status. For questions about any of these topics, please contact Step Up directly.

How Step Up Works at Our School

Every school may follow a different process for receiving Step Up funds. The information below explains how Step Up scholarships are processed specifically at our school. If your child attends another school, please check with that school for its specific procedures and requirements.

Within our school, we have two different Step Up processes based on your child's age. If you have multiple children attending our school who receive Step Up scholarships, you will need to familiarize yourself with both processes.

Pre-K & Kindergarten

(children ages 4 and up as of September 1 of the school year)

The process for Pre-K/K students is called

“Quarterly Approvals”

Process summary:

1. Parents approve enrollment in our school during the summer months.
2. Funds are disbursed quarterly.
3. Once we process the disbursement, parents must “*approve*” the quarterly disbursement before funds are sent to the school.

Discovery & Transition

(children below age 4 as of September 1 of the school year)

The process for D/T students is called

“Quarterly Allocations”

Process summary:

1. Parents submit quarterly funding allocations using the EMA Marketplace and a funding method called “part-time tutoring”
2. We process the allocation request and funds are sent to the school.

Click on a box above to skip to the details for that process.

“Quarterly Approval ” Process

Step 1. Notify us about your scholarship via our Award Notification form

Step Up does not automatically notify our school when your child receives a scholarship, so please submit our Step Up form as soon as your scholarship is approved.

[Award Notification link \(also available on our website under Parents.\)](#)

- You can submit the form as soon as you have the approved scholarship info
 - Info required:
 - Student name
 - Valid Scholarship ID for the school year in question
 - Exact scholarship amount
 - Scholarship type
 - Parents' info
 - Signature to agree to all terms of participating in this program at our school
- Filling out the form is required. We cannot accept grant info via email only.
- We cannot make any adjustments to your tuition account until this form has been completed.

“Quarterly Approval ” Process

Step 2. Approve your child’s enrollment via EMA

You will receive an email from Step Up asking you to approve your child’s enrollment in our school.

Please approve the enrollment as soon as possible to avoid delays in funding.

Step 3. We adjust your tuition account to reflect your scholarship.

In August, as we build your tuition payment plan, we will remove the amount of your Step Up scholarship from your account balance and move it to a charge type called Step Up for tracking purposes.

Step 4. Approve quarterly funding disbursements

Once your child’s EMA account is funded for a specific quarter, a disbursement notice will be sent to us for processing. Once we process it, you will need to log in to your EMA account to approve the disbursement. This approval is required each quarter, so we recommend completing it promptly when you receive the notification from Step Up.

Step 5. The school receives your child’s quarterly funding

Once received by The Shul’s accounting office, the “Step Up” charge type on your tuition account (as referenced in Step 3 above) will decrease throughout the school year.

**Remember, the process outlined on this page applies to
PRE-K & KINDERGARTEN STUDENTS only.**

“Quarterly Allocation ” Process

Step 1. Notify us about your scholarship via our Award Notification form

Step Up does not automatically notify our school when your child receives a scholarship, so please submit our Step Up form as soon as your scholarship is approved.

[Award Notification link \(also available on our website under Parents.\)](#)

- You can submit the form as soon as you have the approved scholarship info
 - Info required:
 - Student name
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 - Exact scholarship amount
 - Scholarship type
 - Parents' info
 - Signature to agree to all terms of participating in this program at our school
- Filling out the form is required. We cannot accept grant info via email only.
- We cannot make any adjustments to your tuition account until this form has been completed.

Discovery & Transition

“Quarterly Allocation ” Process

Step 2. We adjust your tuition account to reflect your scholarship.

In August, as we build your tuition payment plan, we will remove the amount of your Step Up scholarship from your account balance and move it to a charge type called Step Up for tracking purposes.

Step 3. Submit quarterly funding allocations

Once your child’s EMA account is funded for a specific quarter, you will follow the steps below:

- 1) **Log into the Portal:** Start by logging into the [EMA Scholarship Portal](#)
- 2) **Click Marketplace**
- 3) **Select “Find Providers”:** Click on the “Find Providers” option in the Marketplace.
- 4) **Select your child’s name** in the drop-down box on the next screen.
- 5) **Locate our school:** Type *The Shul’s Child Enrichment Center* in the search box. Please type in the full name exactly as it appears here.
 - a) Please note: you may need to scroll all the way to the right in order to see the search box. Click on our school when it appears in the search results.
- 6) **Select our location.**
- 7) **Select a quantity.** Select a quantity of 1 (this will be your funding for 1 full quarter)
- 8) **Click “Add to Cart”**
- 9) **To finalize, click the cart icon** at the top of the page to reserve your funds and follow the prompts.

 [Watch a video of the process here >](#)

Discovery & Transition

“Quarterly Allocation ” Process

Step 4. The school receives your child’s quarterly funding

Once received by The Shul’s accounting office, the “Step Up” charge type on your tuition account (as referenced in Step 2 on the previous page) will decrease throughout the school year.

Important note for Discovery & Transition students

Discovery & Transition students are not enrolled on the EMA platform through our school. If you receive general instructions from Step Up regarding EMA enrollment, you can disregard those instructions for children in these programs and follow the Quarterly Allocation process outlined in this guide instead.

How Your Scholarship Appears on Your Tuition Account

Step Up scholarships will appear on your Shulcloud tuition account the same way for all students.

This shows your scholarship has been deducted from total the tuition cost.

Child Enrichment Center

9540 Collins Ave
Surfside, FL 33154
305-868-1411 admin@theshulcloud.org
<https://cec.shulcloud.com/>



STATEMENT

Date: **08/25/2026**
Account ID # 10000000
Tax ID # **59-2302315**
Page: **1 of 2**

Outstanding as of: 09/01/2026

Date	Description	Charges	Payments	Balance
09/01/2026	Tuition Tuition	17,200.00		17,200.00
09/01/2026	Applied to » Scheduled Credit Card Account Payment 1 of 10		847.60	16,352.40
10/01/2026	Applied to » Scheduled Credit Card Account Payment 2 of 10		847.60	15,504.80
11/01/2026	Applied to » Scheduled Credit Card Account Payment 3 of 10		847.60	14,657.20
12/01/2026	Applied to » Scheduled Credit Card Account Payment 4 of 10		847.60	13,809.60
01/01/2027	Applied to » Scheduled Credit Card Account Payment 5 of 10		847.60	12,962.00
02/01/2027	Applied to » Scheduled Credit Card Account Payment 6 of 10		847.60	12,114.40
03/01/2027	Applied to » Scheduled Credit Card Account Payment 7 of 10		847.60	11,266.80
04/01/2027	Applied to » Scheduled Credit Card Account Payment 8 of 10		357.80	10,909.00
09/01/2026	Step Up » Award ID XXXXXXX - Student Name	-10,909.00		0.00
09/01/2026	Fee - Food Services Lunch 2026-27	1,500.00		1,500.00
04/01/2027	Applied to » Scheduled Credit Card Account Payment 8 of 10		489.80	1,010.20
05/01/2027	Applied to » Scheduled Credit Card Account Payment 9 of 10		847.60	162.60

How Your Scholarship Appears on Your Tuition Account

Child Enrichment Center

9540 Collins Ave
Surfside, FL 33154
305-868-1411 admin@theshulpreschool.org
<https://cec.shulcloud.com/>



STATEMENT

Date: 08/25/2026
Account ID # 10846598
Tax ID # 59-2302315
Page: 2 of 2

Date	Description	Charges	Payments	Balance
06/01/2027	Applied to » Scheduled Credit Card Account Payment 10 of 10		162.60	0.00
09/01/2026	Fee - PTA PTA 2026-27	50.00		50.00
06/01/2027	Applied to » Scheduled Credit Card Account Payment 10 of 10		50.00	0.00
09/01/2026	Fee - Enrichment Enrichment 2026-27	225.00		225.00
06/01/2027	Applied to » Scheduled Credit Card Account Payment 10 of 10		225.00	0.00
09/01/2026	Fee - Security Security 2026-27	260.00		260.00
06/01/2027	Applied to » Scheduled Credit Card Account Payment 10 of 10		260.00	0.00
09/01/2026	Fee - Book (T-K only) Books 2026-27	150.00		150.00
06/01/2027	Applied to » Scheduled Credit Card Account Payment 10 of 10		150.00	0.00
09/01/2026	Step Up Award ID XXXXXXX - Student Name	10,909.00		10,909.00
0-30 days	31-60 days	60-90 days	over 90 days	AMOUNT DUE
10,909.00				10,909.00

DONATIONS ARE TAX-DEDUCTIBLE. TUITION AND FEE PAYMENT ARE NOT TAX DEDUCTIBLE. Except as noted above, no goods or services were provided in whole or in part for this contribution other than intangible religious benefits. Federal ID No. 59-2302315

This shows your scholarship amount added back in to your account as Step Up charge type for tracking purposes. As quarterly funds are received, the Balance amount shown here will decrease.

Frequently Asked Questions

Why isn't my Step Up scholarship showing up on my Shulcloud billing statement?

First, check that you have completed our Award Notification form. We need this form before we can apply your scholarship to your tuition account. If you've already submitted the form and your scholarship still isn't appearing, please contact us.

Why hasn't my child been enrolled on EMA yet?

For Pre-K/Kindergarten students, we enroll on EMA as soon as we receive your Award Notification. If your child is in Discovery or Transition, please read the instructions on those pages. We do not enroll Discovery or Transition students on EMA.

When will Step Up send my funds to the school?

Step Up follows its own timelines. We cannot predict when the funds will actually be sent to the school. Delays on their end are common. Provided that you comply with the instructions in this guide and submit or approve all quarterly disbursements before June 1, your funds should be received by the school in time.

My scholarship says "Awarded" but my EMA account balance is \$0. Where are the funds?

"Awarded" status means that Step Up has not yet put funds into your scholarship account. Because funding is handled directly by Step Up, please contact Step Up for more information about when funds will be added to your account. Once money has been added to your scholarship account, the status will change to "Funded."

Frequently Asked Questions

I want to use some or all of my Step Up funds for something other than tuition. What do I do?

Please contact us immediately if you decide not to use your full scholarship towards tuition, as we will need to adjust your account. You will be responsible any resulting amount that will not be paid by Step Up. *Please note that once you have signed your tuition agreement with Step Up deducted during the summer, you cannot withdraw your Step Up funding.*

My child has unused funds from a previous school year. How can I use those funds for tuition this year?

We cannot receive funds directly from Step Up for a prior year. Instead, you may be able to apply for reimbursement from Step Up using a paid tuition receipt. Please see [instructions here](#) or reach out to Step Up customer support.