

## Colorado College Children's Center (CCCC) Application and Enrollment Guidelines

*The Colorado College Children's Center operates with an open door policy. Prospective applicants may call the CCCC Director and arrange for visits/tours.*

### **General Guidelines for Attendance**

- A. The Center operates 12 months a year, configured around Colorado College's academic calendar. The Center is licensed for 6 infants, 8 toddlers, and 28 preschoolers.
- B. Hours of Operation: 7:45 a.m. - 5:30 p.m. Monday through Friday.
- C. Family door codes do not function before 7:45 a.m. or after 5:30 p.m. A late fee will be charged if children are picked up after 5:30 p.m. Late fee payments must be submitted to the Director within two days after the late fee form is issued.
- D. Holiday Closures: Memorial Day, July Fourth, Thanksgiving Break, Winter Break (Dates are announced every year through Campus memorandums.)
- E. College Early Closures (Non-Weather related): When an announcement is made the College will close early, the Children's Center will remain open until 5:30 p.m.
- F. Weather Related Campus Early Closures: In the event the College closes early due to weather, the Center will remain open for one additional hour after the college closure announcement time (for example if the closure time announced will be 1:00 p.m., the Center will close at 2:00 p.m.)
- G. Department Meetings Closures:
  - a. There will be up to eight scheduled during block breaks in which the Center will close at 12:45 p.m. (see Center website for exact dates)
  - b. There will be up to five days per calendar year (see Center website for exact dates) when the Center closes for Training and Staff Development Days.
- H. Parents are required to give a written notice (email is acceptable) to the CCCC Director one month prior to a child dis-enrolling
- I. The Center does not offer drop-in service. However, short-term enrollments (i.e. block visitors to the College; summer placements) are possible on a space-available basis (see the Director).
- J. Children who are kindergarten eligible in their final year at the Center (this is determined by the cut-off date for the child's home school district) will be dis-enrolled

automatically from the Center at the end of May before Kindergarten. Parents needing summer child care must fill out a Request for Summer Child Care form for an additional 1 to 3 months of enrollment. The Request for Summer Child Care form due dates are: May/June disenrollment- February 28, July disenrollment- March 31 and August disenrollment- April 30.

- K. Parents and other authorized individuals are required by law to sign the child in and out everyday by using the sign in/out sheet located in the child's classroom.

### **Admission Categories**

A. In order to provide best early childhood practice, continuity of care and fiscal responsibility, full-time enrollments will take precedence over part-time enrollment. The Center will retain a limited number of part-time enrollment positions. This arrangement will be reviewed every academic year to determine if part-time enrollment will continue to be offered.

B. Enrollment is offered in the following categories:

- 1) First priority: **Category A**- Children of full-time Colorado College employees with benefits and full/part-time Colorado College students. Full/part time employees and full/part time students may qualify for the tuition discount program.
- 2) Second priority: **Category B**- Children of families associated with the College, i.e., retirees, block visitors, alumni, food service full-time employees, and grandchildren of Category A employees.
- 3) Third priority: **Category C**- Children of families not affiliated with the College.

C. Children from Categories B or C may be enrolled if there are vacancies in Category A

E. Any dis-enrolled A, B or C families may request to be placed on the waiting list in Category A, B or C for future spaces.

### **Wait List Guidelines**

The Center maintains a wait list for individuals wanting childcare. Wait list positions are available:

- A. When a Request for Child Care form is completed and returned to the CCCC Director, the request will be registered based on the date/time of request and enrollment category.

- B. When a child vacancy occurs in a classroom, a family on the wait list will be notified of the upcoming vacancy. If they chose to take the vacancy, they will immediately begin enrollment procedures. If the family does not take the vacancy but still wants to be on the wait list, they need to re-submit a Request for Child Care form and will be moved to the end of the wait list. If the CCCC Director does not receive the form within five working days, the family will be removed from the wait list.
- C. Students and faculty who leave the college for study abroad or sabbatical, or who take a leave of absence from the College and dis-enroll their children from the Center will be given first priority in re-enrolling their children at the Center. These children will be placed at the top of the wait list for the appropriate room. Parents are expected to give at least one month notice of their plans so that the Center can best plan for absences and accommodate returning children.
- D. When a child currently on the wait list for a particular classroom becomes too old for that classroom, the child will be moved to the next room's wait list. Placement on the new wait list will be determined by the date/time indicated on their Request for Child Care form
- E. Within each category: A,B, and C, siblings of currently enrolled children will receive priority enrollment.
- F. Parents may sign up to be placed on the wait list once a pregnancy or an adoption process is confirmed.
- G. Placements on the wait list may fluctuate. A child's position may move forward or backward based on situations listed above in this section.

### **Enrollment Procedure**

- A. Parents are to complete the registration and consent forms in the registration packet and submit within 30 days of planned attendance. All required documents must be completed and submitted for the child to be able to attend. A non refundable \$50.00 enrollment fee must be paid upon enrollment.
- B. Medical exam and immunization records are required within a month of enrollment or complete the immunization exemption form.
- C. If a parent's status at the College changes, the child's status changes to the appropriate admissions category. Refer to the Admission Categories section.
- D. The Center will orient parents to the program; therefore an intake interview with parents, CCCC administration and child's new teachers will be arranged. After the

intake interview, the parents/teachers or CCCC administration may request the child visit the classroom prior to the first day of class.

- E. The Center's philosophy, policies, procedures, and curriculum will be explained in depth during the intake interview. Any consent forms and agreements may be signed at this time. It is expected when the child begins school, the parents are agreeable with the Center's policies and its philosophy. If it becomes evident that the parents do not agree with the Center's philosophy, policies, procedures, and/or curriculum, and a resolution is unattainable, the Center will require that the family seek alternative child care.

### **Tuition**

- A. For payments made directly to the Center, the monthly tuition rate is due the first business day of each month. Checks (made payable to CCCC) and cash are accepted. The Center does not accept credit card payments.
- B. Payroll deduction is available for College employees. The proper forms must be filled out by the employee, signed by the Center Director and returned to the Human Resources Office.
- C. Personal check or cash payments that are late will be charged a fee of \$25 per payment and \$25 service fee for returned checks.
- D. Parents that continue to pay the Center directly will be charged a late fee of \$25 if payment is not received on the first business day of each month.
- E. There is no differential for community rates.
- F. Tuition is based on the admission category (A,B,C) of the family (see Center website for current rates)
- G. Tuition is only pro-rated when a child is initially enrolled, and when a child is dis-enrolled for Kindergarten
- H. Tuition is not pro-rated during the final month of enrollment.
- I. The Center only accepts Colorado Department of Human Services payments for those families who are in Category A and B.
- J. The Center offers a tuition discount program for category A families whose income is within certain levels. Official verification of income levels must be submitted to the CCCC Director annually.

- K. The Center's tuition discount program is available for CC students who graduate and have child(ren) at the Center. See the Director for qualifications. This option may continue up to 6 months after being placed into category B (alumni).
- L. Tuition is not decreased for holidays, vacations, early release days, training days, or absences.
- M. Payment is required whether the child attends or not.