Dear Parent(s):

Thank you for your interest in the NIU Child Development and Family Center. To better help you through the enrollment process, we have listed below some important scheduling and center policies. We ask you to please read through them before completing the on-line application.

- The center is open Monday through Friday from 7:15 a.m. to 5:30 p.m. and enrolls children ages 3 months to 5 years.

- Scheduling options:
  
  **For practicum classrooms:**
  Hours are 7:45 to 5:15 (full days only) with a minimum of one full day/week. There are no Half-day options and priority will be given to those requesting five full days/week.

  **For non-practicum classrooms:**
  Full-day options are 7:15 a.m. to 5:15 p.m. from 2’s-preschool age classrooms or 7:30 a.m.-5:30p.m. for all (non-practicum) classrooms. Half-day options include 7:30 a.m.-12 p.m.; 8 a.m.-12:30 p.m.; 8:30 a.m.-1 p.m.; 9 a.m.-1:30 p.m.; 9:30 a.m.-2 p.m.; 10 a.m.-2:30 p.m.; 2-5:30 p.m. Minimum schedule is 2 half days or 1 full day/week to as many as 5 full days/week.

- When requesting your schedule on the application, please indicate which time slot is preferred for each day. You can only select either a practicum or non-practicum room for your complete schedule. You can use the comment section for special notes as flexibility to your schedule or special notes we need to be aware of for processing your application. Your application will not be processed without a requested schedule.

- **All classrooms:**
  Allow plenty of time in your schedule to get to and from class/work. For example, if your class starts at 9 a.m., you need to schedule child care at 8:30 a.m.; the same applies to pick-up times. Because you are selecting your own schedule and you are charged according, late fees will be applied to anyone who extends beyond their schedule. See childcare fees for late fee costs.

  Although a child does not have to be here for all the hours in your requested schedule, we need children to arrive by 10 a.m. We ask parents to call the office before 10 a.m. if you will arrive later so we may inform the teachers to help them plan accordingly for the day’s meals and activities.

- All schedule changes require a two-week notice and approval from the office. If an increase in time is needed (and approved) prior to the two-week notice date, extra care rates will apply. Everyone will be allowed one schedule change per semester. A fee of $5 will be applied for any schedule change thereafter each semester. It is expected for schedules to be set early on in the semester, as excessive schedule changes are difficult to manage.

- Those who enroll with a minimal schedule and wish to expand by adding more days the following semester may not be able to do so due to space restrictions. Priority will be given to those who originally enroll for full-time (5 full days/week).

- Your application is specific to the semester you are applying for and for the entire semester. Re-enrollment for future semesters will be open to current families first before being made available on-line to new families. Childcare is also available with limited space between semesters (interim). Interims are a special request and only available for full-days. Accounts must be paid in full to re-apply for the upcoming semester and interim care.
- Enrollment is secured for the entire semester so you will be billed for the full 16 weeks (spring and fall), broken down into four equal payments, and 8 weeks (summer), broken down into two payments. If you enroll for only a portion of the semester, our withdrawal policy, as stated below, will apply.

  If you start at the beginning of the semester and decide to withdraw before it is Completely over, a two-week notice is required. You will no longer be considered “currently” enrolled so you will not have priority when enrolling for the upcoming semester. If enrollment is secured for the following semester, another registration fee, per child, will be applied.

  If you don’t need child care at the beginning of a semester but wish to enroll at some later point, you can either pay the regular weekly fee to reserve your space or you can inquire about an opening two-weeks prior to your desired starting date. We cannot save a space for future enrollment.

- Our program participates in the Child and Adult Care Food Program which means we are required to serve meals to ALL children throughout the day (morning snack, lunch, and afternoon snack). We also provide Infant formula and baby food. Parents are not permitted to bring in their own food based on personal preference. Allowances are made, however, for children with diagnosed medical conditions or religious restrictions. Please view the Parent Handbook or talk with one of the administrative staff for more information.

- Childcare bills must be paid each month by the designated due date or child care may be terminated.

- Anyone applying for a childcare subsidy will be billed the full cost of care until we receive confirmation that your application has been approved. Please submit the subsidy application as soon as possible to avoid having to pay the full rate for childcare. You can contact the 4C office at 815-758-8149 ext. 225 or visit their web site at www.four-c.org to inquire about eligibility.

After completing your on-line application you will receive an auto response letting you know it was received. It will take three weeks before we can let you know if space is available. At that time, you will receive another e-mail indicating if you have been approved or denied. Again, watch your e-mail for this response. Be aware, some e-mails may send it to your junk or spam folder. Please do not call the office to inquire about your enrollment status prior to our notification because this can delay the enrollment process for everyone.

**APPROVALS** – You will receive an enrollment packet in the mail. You must return the signed contract by the designated due date to secure your child’s space. If we do not receive a signed contract by the due date, our offer of enrollment is revoked. All other paperwork should be returned as soon as possible. Children may not attend until a completed medical, including immunizations is on file and approved by the administrative staff. Upon receipt of the signed contract, newly enrolled families will be billed a non-refundable $45 enrollment fee per child to reserve a space.

**DENIALS** - If we do not have space for your child, you will receive an e-mail response indicating we are full and space is not available at this time. In this case you will need to re-apply for a future semester; we do not maintain a semester-to-semester waiting list. Sometimes changes may occur and space opens, and if your application is next in line, we will contact you to see if you are still interested in a space.

Please visit our website or call 815-753-0125 if you need additional information about our program.

Sincerely,

*NIU Child Development and Family Center Staff*