April 4, 2011

Dear Parent(s):

NIU Campus Child Care is beginning registration for the **Summer 2011** semester. We are accepting applications from NIU students, faculty and staff for children ages 1 - 8 years, and from the local community for children ages 3 - 8 years (preschool through completion of grade 2). The center hours are 7:15 a.m. – 5:45 p.m., Monday through Thursday (if the university is closed on Fridays). You may fax your application to us at (815) 753-8502, but you must still return the original application form to us.

If you are interested in enrolling your child(ren), please fill out the enclosed application(s) and return by **Friday, April 29th**. Applications will be accepted after this date but the sooner you return the application, the better your chances are of obtaining your desired schedule. Priority for enrollment is as follows: 1) currently enrolled families; 2) siblings of currently enrolled families; 3) NIU students; 4) NIU faculty and staff; 5) community members.

Please read the following policies **carefully** when submitting an application. These points will guide you through our enrollment procedures and will ensure the process goes as quickly and smoothly as possible.

1. Enrollment is secured on a first-come, first served basis (within the above mentioned priority groups) but also depends on space availability for a particular age group and the ability to match schedules.

2. Child care can be scheduled for **half-days** and/or **full-days**. The minimum enrollment consists of 2 half-days or 1 full day. The maximum enrollment is 5 full days (no more than 10 hours each day). Full and half-day combinations within the week is acceptable.

3. The primary full-day option is **7:30-5:30**. Although a child does not have to be here for all of those hours, **all children are expected to arrive by 10:00 a.m.** unless advance permission is secured by the teacher or office.

4. Limited space is available for all ages from 7:15-7:30 and 5:30-5:45. Due to group size and ratio limitations, children in the **infant and toddler classrooms cannot schedule care at 7:15 or until 5:45** without permission from the office.

5. Half-day options include: 7:30-noon; 8:00-12:30; 8:30-1:00; 9:00-1:30; 9:30-2:00; 10:00-2:30; 2:00-5:30.

6. **Allow plenty of time** in your schedule to get to and from class/work. For example, if you are scheduling a half day and your class starts at 9:00, you need to schedule child care at 8:30. The same applies to pick up times. **Late fees will be applied to anyone who exceeds their half-day or full-day schedule by ANY amount of time.**

7. **All schedule changes**, whether it is an increase or decrease in time, **require a 2-week notice**. If an increase in time is needed (and approved) prior to the 2-week notice date, extra care rates will apply.

8. Everyone will be **allowed one schedule change per semester**. A fee of $5.00 will be applied for any permanent schedule change thereafter.
9. Extra care may be requested (at least 2 days in advance) if you are needing care on a day you do not normally have scheduled. Extra care rates apply and permission must be obtained before you are able to use this time.

10. 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 enrolled full-time (5 full days per week).

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

12. Anyone applying for a state subsidy will be billed the full cost of care until we receive confirmation that your application has been approved. Please submit the subsidy application ASAP to avoid having to pay the full rate for child care. This only applies to low-income (predominantly student) families.

13. By completing this application you are requesting care for the upcoming semester only, and for days in which NIU classes are in session. Child care is also available between semesters for those needing year-round care. Only full-day child care is available during interims. A separate application must be completed for each interim period.

14. Enrollment is secured for the entire semester so you will be billed for the full 16 weeks, broken down into four equal payments (8 weeks in summer with 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 enrollment fee, per child, will be applied.

If you don’t need child care at the beginning of the 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.

15. 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. Specific policies are in place, however, for children with diagnosed medical conditions or religious restrictions. Please see the handbook (on our Web site) or talk with one of the administrative staff for more information.

16. Disposable diapers are provided for children in the infant and toddler classrooms. Because most children learn to use the toilet sometime between the ages of two to three years, parents are required to provide disposable diapers once your child is in a 2/3’s classroom.

17. All Children (toddlers-preschool) who are in attendance during nap time are required to rest on a cot (infants sleep as needed throughout the day). Naptime for toddlers and twos is from 12:30-2:30 and 1:00-3:00 for preschool children. Children who are awake at 2:00 will go outside or to the large motor room until 3:00, on most days.

18. Child care rates increase each year and become effective the first day of fall semester. Rates for the upcoming year will be posted on the CCC Web site, and available at the front desk, by mid-May.
If space is available for your child(ren) in our program, a confirmation letter, along with an enrollment packet, will be sent to you within **three weeks**. Please **do not** call the office to inquire about your enrollment status prior to our notification because this can delay the enrollment process. You **must** return a signed contract by the designated due date to secure your child’s space in the center. If we do not receive a signed contract, your enrollment is revoked. All other paperwork should be returned as soon as possible. Upon receipt of the signed contract, newly enrolled families will be billed a **non-refundable** $40 enrollment fee per child ($20 for the school-age classroom) to reserve a space. If we **do not** have space for your child, you will receive a letter 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 waiting list.

Please visit our web site ([www.ccc.niu.edu](http://www.ccc.niu.edu)) to obtain more detailed information about our program.

Sincerely,

*Chris Kipp*
Director

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**NIU CAMPUS CHILD CARE DAILY RATES**

**EFFECTIVE as of FALL 2010**

<table>
<thead>
<tr>
<th>Minimum enrollment is</th>
<th>Infant/Toddler Daily Rate</th>
<th>2/3’s Daily Rate</th>
<th>Preschool &amp; School-Age Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 half days or 1 full day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STUDENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Day (over 5 hrs./day; 1-4 days/wk)</td>
<td>$47.00</td>
<td>$40.10</td>
<td>$36.10</td>
</tr>
<tr>
<td>Full-time (over 5 hrs./day; 5 days/wk)</td>
<td>$42.85</td>
<td>$36.50</td>
<td>$32.85</td>
</tr>
<tr>
<td>Half-day (less than 5 hrs./day; 1-5 days/wk)</td>
<td>$34.25</td>
<td>$29.20</td>
<td>$26.25</td>
</tr>
<tr>
<td><strong>FACULTY / STAFF</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Day (over 5 hrs./day; 1-4 days/wk)</td>
<td>$51.85</td>
<td>$44.10</td>
<td>$39.80</td>
</tr>
<tr>
<td>Full-time (over 5 hrs./day; 5 days/wk)</td>
<td>$47.00</td>
<td>$40.10</td>
<td>$36.10</td>
</tr>
<tr>
<td>Half-day (less than 5 hrs./day; 1-5 days/wk)</td>
<td>$37.75</td>
<td>$32.15</td>
<td>$28.90</td>
</tr>
<tr>
<td><strong>COMMUNITY – Preschool (3-5 years) only</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Day (over 5 hrs./day; 1-4 days/wk)</td>
<td>N/A</td>
<td>N/A</td>
<td>$39.80</td>
</tr>
<tr>
<td>Full-time (over 5 hrs./day; 5 days/wk)</td>
<td>N/A</td>
<td>N/A</td>
<td>$36.10</td>
</tr>
<tr>
<td>Half-day (less than 5 hrs./day; 1-5 days/wk)</td>
<td>N/A</td>
<td>N/A</td>
<td>$28.90</td>
</tr>
</tbody>
</table>

**EXTRA CARE**  Regular daily rate plus an additional 10%.

**LATE PICK UP/EARLY DROP OFF FEE**  $5.00/15 minutes beyond half-day schedule; $5.00/15 minutes beyond 10 hours; $10.00/15 minutes after 5:45.

**BUZZ-IN**  $5.00 after 3 days/semester.

**SCHEDULE CHANGE**  $5.00/schedule change (beyond first one) within a semester.

**INTERIM**  Extra Care charge if scheduled after enrollment deadline.
SUMMER 2011 Enrollment Application Form
NORTHERN ILLINOIS UNIVERSITY • CAMPUS CHILD CARE • DEKALB, ILLINOIS  60115
815-753-0125 • FAX 815-753-8502
CENTER HOURS: MONDAY – FRIDAY  7:15 A.M. – 5:45 P.M.

Child’s Name

Name your child goes by:

Last Name (First) (Middle)

Address

Sex: M F

CITY, STATE, & ZIP CODE

Birth Date

Phone ( )

Age

Ethnic/Racial Categories

A. Ethnic data of child(ren) mark only one - ___ Hispanic or Latino ___ Not Hispanic or Latino

B. Racial data of child(ren) Mark one or more that apply

☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander

☐ White ☐ American Indian or Alaska Native

Scheduling Guidelines:

• Allow plenty of time in your schedule to get to and from class or work.

• Minimum enrollment is 2 half days or 1 full day. Any combination is permissible (i.e., 2 full & 1 half; 4 full; 3 full & 2 half, etc.

Please check next to the times you are requesting for each day care is needed.

MON Full day: ___ 7:30-5:30 ___ 7:15-5:15 ___ 7:45-5:45 (limited space is available from 7:15-7:30 & 5:30-5:45)

Half day: ___ 7:30-12:00 ___ 8:00-12:30 ___ 8:30-1:00 ___ 9:00-1:30 ___ 9:30-2:00 ___ 10:00-2:30 ___ 2:00-5:30

TUE Full day: ___ 7:30-5:30 ___ 7:15-5:15 ___ 7:45-5:45 (limited space is available from 7:15-7:30 & 5:30-5:45)

Half day: ___ 7:30-12:00 ___ 8:00-12:30 ___ 8:30-1:00 ___ 9:00-1:30 ___ 9:30-2:00 ___ 10:00-2:30 ___ 2:00-5:30

WED Full day: ___ 7:30-5:30 ___ 7:15-5:15 ___ 7:45-5:45 (limited space is available from 7:15-7:30 & 5:30-5:45)

Half day: ___ 7:30-12:00 ___ 8:00-12:30 ___ 8:30-1:00 ___ 9:00-1:30 ___ 9:30-2:00 ___ 10:00-2:30 ___ 2:00-5:30

THU Full day: ___ 7:30-5:30 ___ 7:15-5:15 ___ 7:45-5:45 (limited space is available from 7:15-7:30 & 5:30-5:45)

Half day: ___ 7:30-12:00 ___ 8:00-12:30 ___ 8:30-1:00 ___ 9:00-1:30 ___ 9:30-2:00 ___ 10:00-2:30 ___ 2:00-5:30

List information for both parents (if applicable), even if one parent is not a student. Anyone listed as a parent automatically has the right to pick up their child.

Parent’s Name: Parent’s Name

Z-ID or Employee ID#: Z-ID or Employee ID#

☐ NIU Under Grad ☐ Grad ☐ Faculty/Staff ☐ Community ☐ NIU Under Grad ☐ Grad ☐ Faculty/Staff ☐ Community

Department or Place of Employment: Department or Place of Employment

Work#: Cell#: Work#: Cell#

E-mail address: E-mail address

Home Phone (If different): Home Phone (If different)

Signature (Parent or Guardian): Date

FOR OFFICE USE ONLY

Meal Types Child(ren) will be served

☐ Breakfast ☐ Lunch ☐ Afternoon Snack

Web app.