November 14, 2016

Dear Parent(s):

NIU Campus Child Care is beginning registration for the Spring 2017 semester. The on-line application is now available for NIU students, faculty and staff for children ages 3 months – 5 years. Local community families are welcome to apply for enrollment in the preschool classrooms only (must by 3 years by Sept.1 of that year). The center hours are 7:15 a.m.– 5:30 p.m. with full and half-day scheduling options. 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.

**Brief overview of some important center policies**

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

2. Child care can be scheduled for **half-days** or **full-days**. The minimum enrollment consists of 2 half-days or 1 full day. The maximum enrollment is 5 full days (with no more than 10 hours each day). Any schedule option between the minimum and maximum is acceptable (i.e. 2 half days & 2 full days; 4 half days; 3 full days; etc.)

3. The **full-day** options are **7:15-5:15** or **7:30-5:30**, 1-5 days per week. 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 notice is given to the classroom teacher or office. On days you select a full day, you are entitled to use the entire 10 hours but for regular staffing purposes we need to know your anticipated drop off and pick up times.

4. **Limited space is available for all ages (children ages 2-5) from 7:15-7:30.** Due to group size and ratio limitations, children in the infant and toddler classrooms cannot schedule care at 7:15 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. 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 12:00-2:30 and 12:30-3:00 for preschool children. Children who do not fall asleep are allowed to get up at 1:30. It is disruptive to the classroom for toddlers and twos to be picked up between 12:00 and 1:30 so please keep this in mind when scheduling half-day care.

7. **Allow plenty of time** in your schedule to get to and from class/work. For example, if your class starts at 9:00, you need to schedule child care at 8:30; the same applies to pick up times. Because you are selecting your own schedule and you are charged accordingly, **late fees will be applied to anyone who extends beyond their schedule by ANY amount of time.**

8. **All schedule changes**, whether it is an increase or decrease in time, **require a 2-week** notice and approval from the office. If an increase in time is needed (and approved) prior to the 2-week notice date, extra care rates will apply.
9. Everyone will be **allowed one schedule change per semester**. A fee of $5.00 will be applied for any schedule change thereafter. It is expected for schedules to be set early on in the semester, as excessive schedule changes are difficult to manage.

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 **child care subsidy** will be billed the full cost of care (for newly enrolled families) or a holding fee (equal to 4x your previous parent fee for returning families) 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 subsidy is only available to low-income (predominantly student) families. A minimum GPA of 2.0 (plus a work schedule of 20 hours per week) is required OR a GPA of 2.5 with a lesser or no work schedule.

13. When requesting a schedule please indicate your preferred schedule but then make a note if you can be flexible with either the day or times your child can attend (i.e., you are requesting Tues. & Wed. but Tues & Thurs., or any two days is acceptable). This can increase your chance of getting in.

14. By completing the 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 (Interim) 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 (4 times per year).

15. Enrollment is secured for the **entire** semester so you will be billed for the **full** 16 weeks (Spring & 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 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. We cannot save a space for future enrollment.

16. 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 see the handbook (on our Web site) or talk with one of the administrative staff for more information.

17. 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 diapers once your child is in a 2/3’s classroom**.

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 made 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 for everyone. You must return the signed contract by the designated due date to secure your child’s space in the center. If we do not receive a signed contract by the specified deadline, 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. 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 semester-to-semester waiting list.

Please visit our Web site (www.ccc.niu.edu) or call 815-753-0125 to obtain more detailed information about our program.

Sincerely,

Kristin Schulz
Director