

Northern Illinois University

Campus Child Care

DeKalb, IL 60115
815-753-0125

Children's Opportunities Our Responsibilities

November 16, 2009

Dear Parent(s):

NIU Campus Child Care is beginning registration for the **Spring 2010** semester. We are accepting applications from NIU students, faculty and staff for children ages 2 months - 5 years, and from the local community for children ages 3-5 years. The center hours are 7:15 a.m. – 5:45 p.m. 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, December 4th**. 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. Those who enroll part-time and wish to expand their schedule to full-time the following semester may not be able to do so because of space restrictions.
3. Child care bills must be paid each month by the designated due date or child care will be terminated.
4. Anyone applying for a state subsidy will be billed the full cost of care until we receive confirmation that your application has been approved.
5. Child care can be scheduled for a **minimum of three** hours and a **maximum of ten** hours/day (1-5 days per week). **Due to group size and ratio limitations, children in the infant and toddler classrooms cannot schedule care prior to 7:30 or after 5:30 without permission from the director.**
6. Children may be scheduled on the **half-hour**, except for early and late hours (as indicated on the application). Sample schedules include: 7:30-12:00; 7:45-5:15; 9:00-2:30; 2:00-5:00; 10:00-5:45.

7. 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. These children typically go outside or to the large motor room until 3:00. **Note:** We do **not** permit toddlers or twos to be dropped off between 12:00 and 2:00 because this is a difficult time to enter the classroom and can be disruptive for those who are napping.
8. **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; if your class lets out at 10:50, you should schedule child care until 11:30 instead of 11:00 to allow adequate time to pick up your child. **Late fees will be applied to anyone who exceeds their scheduled hours.**
9. When requesting a schedule (i.e. Mon & Wed 9-12), 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. Tues & Thurs 8-5; Note: any two days is acceptable). This can increase your chance of getting in.
10. 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.
11. 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.
12. 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.
13. 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**.
14. 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 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, our offer of enrollment is revoked. All other paperwork should be returned as soon as possible. **Children may not attend until a complete medical is on file and approved by the administrative staff.** Upon receipt of the **signed contract**, newly enrolled families will be billed a **non-refundable** \$40 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) to obtain more detailed information about our program.

Sincerely,

Chris Herrmann
Director

NIU CAMPUS CHILD CARE DAILY RATES
EFFECTIVE as of FALL 2009

| Hourly Range | Infant/Toddler Classroom Daily Rate | 2/3's Classroom Daily Rate | Preschool & School-Age Classroom Daily Rate |
|---|--|-------------------------------|--|
| STUDENT | | | |
| 8-10 Hours (1-4 days) | \$46.10 | \$39.30 | \$35.40 |
| 8-10 Hours (5 days) | \$42.00 | \$35.75 | \$32.20 |
| 6-7 Hours | \$37.80 | \$32.20 | \$29.00 |
| 4-5 Hours | \$33.60 | \$28.60 | \$25.75 |
| 3 Hours | \$27.40 | \$23.30 | \$21.00 |
| FACULTY / STAFF | | | |
| 8-10 Hours (1-4 days) | \$50.85 | \$43.25 | \$39.00 |
| 8-10 Hours (5 days) | \$46.10 | \$39.30 | \$35.40 |
| 6-7 Hours | \$41.50 | \$35.40 | \$31.90 |
| 4-5 Hours | \$37.00 | \$31.50 | \$28.35 |
| 3 Hours | \$30.00 | \$25.60 | \$23.00 |
| COMMUNITY - Preschool (3-5 years) only | | | |
| 8-10 Hours (1-4 days) | N/A | N/A | \$39.00 |
| 8-10 Hours (5 days) | N/A | N/A | \$35.40 |
| 6-7 Hours | N/A | N/A | \$31.90 |
| 4-5 Hours | N/A | N/A | \$28.35 |
| 3 Hours | N/A | N/A | \$23.00 |

EXTRA CARE Regular daily rate plus an additional 10%
LATE FEE \$5.00/half hour; \$10.00/15 minutes after 5:45

