Dear Parent(s):

NIU Campus Child Care is beginning registration for the Fall 2012 semester. We are accepting applications from 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 7:30 a.m.–5:30 p.m. (with the option of 7:15 a.m. or 5:45 p.m. for those who require these extended times). You may complete the application online or print a copy and return it via mail, walk-in, or fax at (815)753-8502. If you fax a copy 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 Thursday, June 28th. 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 options 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 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). Any enrollment option in between is acceptable (i.e. 2 half days & 2 full days; 4 half days; 3 full days; etc.)

3. The full-day option is 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 permission is secured by the teacher or office.

4. 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.

5. 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.

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. Late fees will be applied to anyone who exceeds their half-day schedule by ANY amount of time. Late fees will apply to full-day schedules only when 10 hours is exceeded.
8. **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.

9. Everyone will be **allowed one schedule change per semester**. A fee of $5.00 will be applied for any schedule change thereafter.

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 will 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. A minimum GPA of 2.0 is required (2.5 if not working 10 hrs./wk).

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 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.

15. **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.

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. 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.

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 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) or call 815-753-0125 to obtain more detailed information about our program.

Sincerely,

Chris Kipp
Director

NIU CAMPUS CHILD CARE DAILY RATES
EFFECTIVE as of FALL 2012

<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>
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<tr>
<td>NIU STUDENT</td>
<td></td>
<td></td>
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<tr>
<td>Full Day (over 5 hrs./day; 1-4 days/wk)</td>
<td>$51.10</td>
<td>$43.20</td>
<td>$37.55</td>
</tr>
<tr>
<td>Full-time (over 5 hrs./day; 5 days/wk)</td>
<td>$46.50</td>
<td>$39.30</td>
<td>$34.15</td>
</tr>
<tr>
<td>Half-day (less than 5 hrs./day; 1-5 days/wk)</td>
<td>$36.70</td>
<td>$30.40</td>
<td>$27.35</td>
</tr>
</tbody>
</table>

The student rate is discounted by 10% due to funding from the Student Association.

FACULTY / STAFF

| Full Day (over 5 hrs./day; 1-4 days/wk) | $54.00 | $45.90 | $41.40 |
| Full-time (over 5 hrs./day; 5 days/wk) | $48.90 | $41.70 | $37.55 |
| Half-day (less than 5 hrs./day; 1-5 days/wk) | $39.25 | $33.45 | $30.10 |

COMMUNITY – Preschool (3-5 years) only

| Full Day (over 5 hrs./day; 1-4 days/wk) | N/A | N/A | $41.40 |
| Full-time (over 5 hrs./day; 5 days/wk) | N/A | N/A | $37.55 |
| Half-day (less than 5 hrs./day; 1-5 days/wk) | N/A | N/A | $30.10 |

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 min. 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.
# FALL 2012 Enrollment Application

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

<table>
<thead>
<tr>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle)</th>
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<tbody>
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</tr>
</tbody>
</table>

- **Name your child goes by:**

### 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

### Please select your schedule only using the times listed under the Full day/Half day options.

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.)

<table>
<thead>
<tr>
<th>Full Day</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-5:30</td>
<td>7:30-12</td>
</tr>
<tr>
<td>7:15-5:15</td>
<td>8-12:30</td>
</tr>
<tr>
<td>7:45-5:45</td>
<td>8-12:30</td>
</tr>
</tbody>
</table>

- **Monday**
- **Tuesday**
- **Wednesday**
- **Thursday**
- **Friday**

### 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**
- **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

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Effective Start Date</th>
<th>Contract sent</th>
<th>Contract due</th>
<th>Waiting</th>
<th>Meal Types Child will be served</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>❑ Breakfast ❑ Lunch ❑ Afternoon Snack</td>
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</tbody>
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