April 16, 2018

Dear Parent(s):

The FACS Child Development Lab is beginning registration for the **SUMMER 2018** semester. The online application is now available for NIU Students, Faculty and Staff, and community parents, for children ages 3 months – 5 years. The center hours are 7:45 a.m.– 5:15 p.m. for full-day scheduled care.

**Enrollment and Scheduling Information:**

1. Child care is scheduled only for **full-days**. Minimum enrollment is for 1 full day.

2. **Children are expected to arrive by 10:00 a.m.** unless advance notice is given to the classroom teacher or office. Dropping off after this time is disruptive to the classroom and hard for a child to assimilate into the day. Drop offs after this time may also result in a parent needing to wait for their child’s class to return if the class is on a walk.

3. There are **no half-day care options**. If you are a family on CCAP and you are approved for a ½ day of care, you will be automatically billed for the remainder of the day.

4. 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).

5. **Please allow plenty of time at the end of the day for pick-up.** The center closes at 5:15; the teachers close down the classroom and are done for the day. **Late fees will be applied to anyone who arrives late by ANY amount of time for any reason.**

6. **All schedule changes**, whether it is an increase or decrease, **require a 2-week notice** and approval from the office.

7. Those who enroll with a part-time schedule and wish to expand by adding more days the following semester may not be able to do so due to space restrictions.

8. Child care bills **must be paid each month** by the designated due date or child care may be terminated. This applies for all families who are self-pay or on CCAP (subsidy program). This subsidy is only available to low-income (predominantly student) families.

9. Anyone applying for a **child care 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.

10. By completing this application you are requesting care for the upcoming semester only, and for days in which NIU is open. Child care is also available between semesters (Interim) for those needing year-round care. A separate application must be completed for each Interim period (4 times per year).
11. 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 will apply. 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.

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 a child’s likes or presumed allergies. Allowances are made, however, for children with diagnosed medical conditions or religious restrictions. Please see the handbook or talk with the Director for more information. A vegetarian meal can be provided by the parent if they wish for their child to have that substitute.

We will try and accommodate all requested schedules; however, if there is an overscheduling of particular days, we may need to ask families if they are flexible with their requests prior to sending the contract.

A Confirmation letter, along with your contract, will be sent to you following the application process.

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. If we are requesting other paperwork from you, that should be returned as soon as possible.

Sincerely,

Lisa Schmidt  
Co-Director for Operations

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<thead>
<tr>
<th>AGE</th>
<th>PART TIME</th>
<th>FULL TIME</th>
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<tbody>
<tr>
<td></td>
<td>1-4 day Schedule</td>
<td>M-F Schedule</td>
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<tr>
<td>Infants (12 weeks – 14 months)</td>
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<td>$57.85</td>
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<tr>
<td>Toddlers &amp; Twos (15 months – 3 years)</td>
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<tr>
<td>Preschool (3 – 6 years)</td>
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CHILD CARE HOURS
Monday through Friday
7:45 a.m. – 5:15 p.m.
**Fall Semester 2017**
(16 weeks)
August 28, 2016 – December 8, 2017
(Excluding the Wednesday before Thanksgiving – this will not be including in contracted care and will be optional and limited enrollment based on space and staffing.)

**Spring Semester 2018**
(16 weeks)
January 15, 2018 – May 11, 2018
(Excluding NIU Spring Break: March 12-16, 2017; and, Reading Day in May - these will not be including in contracted care and will be optional and limited enrollment based on space and staffing.)

**Summer Semester 2018**
(8 weeks)
June 18, 2018 – August 10, 2018

**Enrollment Fees:** Fees are enrollment fees, not attendance fees. It is expected that fees will be paid as stated in your contract regardless of whether your child is in attendance; this includes days missed due to illness, vacation, weather-related closures, and NIU recognized holidays.

**Registration Fees:** There is a non-refundable $45.00 enrollment fee for each child enrolled. There is no re-enrollment fee for subsequent consecutive semesters.

**Insurance Fees:** There will be a $7.00 insurance fee applied to your first invoice and every August thereafter.

**Late Payment Fee:** There will be a $25.00 charge added to your upcoming invoice if your last invoice was more than five business days overdue.

**Late Pick-Up Fee:** There will be a $10.00 charge added to your upcoming invoice for picking up within 1-5 minutes late. For each additional 1-5 minute interval late, there will be an additional $5.00 fee.

**Optional and Limited Enrollment:** The CDL remains open between semesters (interims), Spring Break, the Wednesday before Thanksgiving, and Reading Day; but enrollment during these periods is optional and limited. Priority for care will go to full-time staff and faculty at NIU.

**Schedule Change Policy:** Any change in schedule requires a two-week notice in writing. Email is acceptable.

**Due to the CDL having minimal staffing on the Wednesday before Thanksgiving in the fall and Reading Day in spring, these days will require parents to request for care on this day and get approval based on staffing.**