

## **APPLICATION INFORMATION**

### **Procedures**

1. Call to attend a tour.
2. Review wait list policies, application procedures and fees.
3. Schedule a contract meeting with the appropriate Administrative Program Coordinator.
4. Fill out the wait list form and remit with a \$150 non-refundable wait list fee. Your position on the wait list is dated with the date your wait list form and non-refundable wait list fees are received.
5. Upon notification of an opening, an acceptance letter will be mailed to you.
6. Fill out and return your acceptance letter along with the indicated security deposit and registration fee by the date provided to confirm child's placement.
7. After the acceptance letter and fees are received by the Center, you will be asked to schedule a parent teacher intake conference.
8. At the intake conference you will be given registration forms. All registration forms and fees must be on file prior to, or on the morning of, your child's first day.

### **Fees**

Wait List Fee:                 \$150 (*non-refundable*)

Registration Fee:             \$50 (*non-refundable*)

Security Deposit:             *Two weeks tuition will apply to the last weeks of school attendance, provided four weeks written notice of intent to withdraw is given.*

### **Policies**

#### ***Wait List Policy***

In order to be placed on the wait list for a future opening at the Gertrude B. Nielsen Child Care and Learning Center, a family will be asked to schedule a contract meeting and then submit a non-refundable \$150 wait list fee. The wait list fee insures the family's commitment to the school. The family is encouraged to call the Administrative Program Coordinator with any questions or concerns about their wait list status.

When the school calls to notify a family of an available opening, the family may accept or reject the opening. If the opening is rejected, the family will be placed at the bottom of the wait list. A notation is made in the file of the date of rejection.

If a family is offered an opening into the program a second time and again rejects the opening, the family would be removed from the wait list.

When a child's age changes to the next age group (ex. Infant to Toddler I), the child's name is automatically moved to the next appropriate age group.

If you are currently expecting a child or if your child or if you are applying to the Infant Program, please see the Infant Wait List Policy Addendum.

(See Reverse Side)

### ***Infant Wait List Policy Addendum***

The openings in the infant program are often unpredictable. For example, if a two-year-old leaves the Toddler II Program, we may internally move children, consequently creating an opening in the Infant Program. When openings occur, the first family on the wait list may not need childcare at this exact available date but may choose to accept the opening. To secure this opening in the Infant Program, the family would be expected to begin paying weekly tuition as of the date the infant opening occurs. This means the family would be paying tuition before actually starting the child in the Infant Program. At this point, the family is considered enrolled. After the child is six weeks old and has medical clearance on file, the family may begin to use the program at the parents' convenience. It is our experience that families who transition into the program under these circumstances find it very beneficial. The family has time to really get to know the school and routines before returning to the workplace.

Children generally transition to the next level around 15 months depending on developmental readiness and toddler room placement availability. Therefore, in order to form the attachments so important to healthy infant development, children do best entering childcare before 9 months old or after 15 months old. Enrollment for children between 9-15 months will be considered on a case-by-case basis.

Once your child is fifteen months old, he/she will be automatically moved to the wait list of the next age group, which is the Toddler I wait list.

### ***Wait List Priorities***

Returning to work Nielsen staff will be accommodated first followed by siblings of currently enrolled families and then employees of companies that have supported the school. These families have priority on the wait list for any age. Next, we consider application dates and the date childcare is needed.

Once a family has been offered a written confirmation of an opening in the school program, it will be guaranteed only upon receipt by the school of the signed confirmation form along with indicated security deposit and registration fee by the date provided. This guarantee will not be withdrawn due to a "priority" family.

### ***Registration and Withdrawal Policy***

Once a family has accepted an opening in the program they are required to submit a non-refundable registration fee of \$50 and a security deposit equal to two weeks tuition. The security deposit will be applied to the last weeks of school providing the family gives four week written notice of intent to withdraw. In order to defray losses to the Center, this security deposit is non-refundable if a family were to leave without the appropriate four week written notice.

### ***Absence Policy***

Tuition must be paid in full without deduction for absences or vacation of any duration or for any cause. The school maintains the continuous costs of staff salary and program expenses regardless of children's absence.

The school admits students of any race, color, national & ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.