



Dear Parent(s):

Thank you for your interest in the NIU Child Development and Family Center. To better help you through the enrollment process, we have listed below some important scheduling and center policies. We ask you to please read through them before completing the on-line application.

- The center is open Monday through Friday from 7:30 to 5:30 and enrolls children ages 3 months to 5 years (pre-kindergarten).
- Scheduling options: You may **choose only one** of the scheduling options below when requesting your child care schedule on the application form. You may drop off and pick up anytime between the hours you select for each day.

INFANT-PRESCHOOL ROOMS	PFA-E ROOMS
Full day – 7:30-5:30 only Priority given to those requesting five full days/week. Half day - 7:30-12; 8-12:30; 8:30-1; 9-1:30; 9:30-2; 10-2:30 or 2-5:30	8:30-3:30 covered by PFAE PFAE fall and spring only To apply for PFAE, click the link below. https://www.chhs.niu.edu/child-center/preschool-expansion/index.shtml
Minimum 1 full day or 2 half days/week	5 days/week required
Ages 3 months – 5 years	Children ages 3-4 years

- You can use the comment section for information about flexibility with your schedule or information that would be helpful to us in processing your application.
- Your application will not be processed without a desired schedule.
- All classrooms:
For part-time schedules, allow plenty of time 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 according, late fees will be applied to anyone who extends beyond their schedule (see child care fees at <https://www.chhs.niu.edu/child-center/procedures/enrollment.shtml>).

Your child does not have to be here for all the hours in your requested schedule. We ask parents to call the office before 10:00 a.m. if you will be absent or arrive later than 10:00 a.m. so we may inform the teachers to help them plan accordingly for the day's meals and activities.
- All schedule changes require a two-week notice and approval from the office. If an increase in time is needed (and approved) prior to the two-week notice date, extra care rates will apply. Everyone will be allowed one schedule change per semester. A fee of \$5.00 will be applied for any schedule change thereafter each semester. It is expected for schedules to be set early on in the semester, as excessive schedule changes are difficult to manage.
- 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 enroll for full-time (5 full days/week).
- Your application is specific to the semester you are applying for. Re-enrollment for future semesters will be open to current families first before being made available on-line to new families. Child care is also available with limited space between semesters (interim). Interims are a special request and only available for full-days. Accounts must be paid in full to re-apply for the upcoming semester and interim care.

- Enrollment is secured for the entire semester with child care bills broken down into equal 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 registration fee, per child, will be applied.

If you don't need child care at the beginning of a semester but wish to enroll at some later point, you can either pay the regular weekly fee to reserve your space from the start of the semester or you can inquire about an opening two-weeks prior to your desired start date. We cannot save a space for future enrollment.

- 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.
- Child care bills must be paid each month by the designated due date or child care may be terminated.
- 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 once you have been approved for child care at the CDFC. You can contact the 4C office at 815-758-8149 ext. 225 or visit their web site at <http://www.four-c.org/> to inquire about eligibility.

After completing your on-line application you will receive an auto response letting you know it was received. It will take three weeks before we can let you know if space is available. At that time, you will receive another e-mail indicating if you have been approved or denied. Again, watch your e-mail for this response. Be aware, some e-mails may send it to your Junk or Spam folder. 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.

Approvals – You will receive an enrollment packet in the mail. You **must** return the signed contract by the designated due date to secure your child's space. If we do not receive a signed contract by the due date, 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.

Denials - If we do not have space for your child, you will receive an e-mail response 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. Sometimes changes may occur and space opens, and if your application is next in line, we will contact you to see if you are still interested in a space.

Please visit our Web site (<https://chhs.niu.edu/child-center/index.shtml>) or call 815-753-0125 if you need additional information about our program.

Sincerely,

NIU Child Development and Family Center Staff