



Registration Guidelines for 2018-2019

PLEASE READ THE FOLLOWING GUIDELINES FOR ENROLLMENT

Please complete a separate application for each child, by mail or deliver to the Center in one envelope per family, **with the non-refundable application fee of \$25**. Please make checks payable to the Clinton Early Learning Center.

****Currently enrolled children and those on the waiting list must re-register for next year. ****

REGISTRATION OPTIONS Registration is for the entire period described (academic year or part of summer session).

A. Summer Enrollment The summer program has been divided into 8 weeks. There is a \$25 deposit due for each week your child is registered at the time of enrollment. *The balance for the first four weeks is due June 25, 2018. The balance for the last four weeks is due July 23, 2018.*

There is no care on July 4th. The CELC is CLOSED July 30-August 3 for cleaning. The Early Childhood Program is CLOSED August 6-10 for professional development. The School Age Summer program is in session August 6-10.

B. Academic Year Enrollment A deposit of one-half of your monthly tuition will be due July 2, 2018. The *non-refundable* deposit will be credited to June 2019 tuition. Tuition will be due on the first of each month, beginning September 1st.

APPLICATION FEE

Applications must be accompanied by a **nonrefundable** \$25.00 application fee per application. APPLICATIONS WHICH ARE NOT ACCOMPANIED BY THE APPLICATION FEE CANNOT BE PROCESSED AND WILL BE RETURNED TO YOU. Please make checks payable to the Clinton Early Learning Center.

ENROLLMENT RESTRICTIONS

Age. The Center accepts children from the ages of 12 months through 5 years. (Ages are determined as of the first day they attend the Center.) Children who are 6 at the beginning of a session may not enroll for that session.

Groups. Applications are for enrollment in the Center, not for specific groups. Children are grouped in consultation with the staff according to age and pursuant to New York State regulations. The Den group consists of up to 8 children with 2 teachers; the Hive group consists of up to 10 children with 2 teachers; the Nest group has 18 children with 3 teachers; the Pre-K group has 18 children with 3 teachers. The Center has 2-3 floating staff to cover for teachers when they are out or if an extra set of hands is needed.

Probation. All children will be placed on a probationary period of one month. At the end of this period, the teachers will evaluate the child's suitability for continued enrollment.

Lunches: The Clinton Early Learning Center does not provide lunch; children registered for the lunch hour must bring their own lunch.

SPECIAL NEEDS / DISABILITIES

Clinton Early Learning Center has a limited ability to accommodate children with special needs. If your child has special needs that the staff should be aware of, please consult with the Director before registering.

The Clinton Early Learning Center admits students of any race, color, national and 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, financial aid awards and other school-administered programs.

REGISTRATION PROCESS AND PRIORITIES

In February, registration letters will be distributed at the Center and mailed; responses may be returned by mail or hand delivered to the Center by **March 15, 2018**.

Applications are sorted by priorities.

Applications are sorted by priority (see below). Preference is given in numerical and alphabetical order- 1's placed first, 6 placed last; a's placed first, f's placed last. As each application is selected, the child is enrolled for the times requested, if space is available. If preference 1 schedule is not available, we look at preference 2, if one is given. If we cannot provide either preference, the child is placed on a waiting list for the preferred enrollment options.

We will send you registration results in April, including schedules and tuition.

Priority of Families:

1. Currently Enrolled children
2. Hamilton College Employees
3. Siblings of Currently Enrolled Children
4. Center Employees
5. Community Wait List Families
6. Community

Priority of Schedule:

- a) Full Day Five Days per Week
- b) Full Day Three Days per Week
- c) Half Day Five Days per Week
- d) Full Day Two Days per week
- e) Half Day Three Days per week
- f) Half Day Two Days per week

COMPLETING REGISTRATION

Additional forms required to complete registration process will be sent to you with your acceptance letter. The Office of Children and Family Services requires every child to have a completed physical on the *Child in Child Care Medical Statement Form*, which includes immunizations and a recommended lead screening. Children must have all of the required forms on file before starting the program.

FINANCIAL AID

The Clinton Early Learning Center Scholarship has allocated funds to defray the cost of tuition for families with financial need. Please visit our website, www.clintonelc.com to download the Financial Aid Application.