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PLEASE READ THE FOLLOWING GUIDELINES FOR ENROLLMENT

Early Childhood Registration Policies and Procedures 2019-2020

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

***Currently enrolled children must re-register every year. ***

REGISTRATION OPTIONS

Registration is for the entire period described; academic year and summer session(s). For any of these options, you may register for morning only or full days. You may choose MWF, T/TH, or M-F.

A. Continuous Year-Round Enrollment

By signing up for the year-round schedule, you will get preference in registration.

B. Summer Enrollment

The summer program is like the academic year program. The summer program has been divided into 2 sessions: 1st session, 5 weeks- 6/24/19-7/26/19; 2nd session, 3 weeks- 8/12/19-8/30/19. A child may have the same schedule all summer, or for just one session.

Tuition for Session 1 is due on June 24, 2019.

Tuition for Session 2 is due August 12, 2019.

C. Academic Year Enrollment

A *non-refundable* deposit of one-half of your monthly tuition will be due July 22, 2019. The *non-refundable* deposit will be credited to June's tuition. Tuition will be due on the first of each month, beginning September 2019.

REGISTRATION FEE

Each application must be accompanied by a **nonrefundable** \$25.00 registration fee. APPLICATIONS WHICH ARE NOT ACCOMPANIED BY THE REGISTRATION FEE CANNOT BE PROCESSED AND WILL BE RETURNED TO YOU. Please make checks payable to the Clinton Early Learning Center. The registration fee is separate from the reservation fee.

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, unless they are not going to Kindergarten.

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.

INFANTS & TODDLERS- DEN & HIVE

The CELC will stagger start the children in the Den and the Hive two weeks prior to the start of the school year. It is best practice to slowly introduce the children into their new environment a few children at a time, slowly adding more children as the days get closer to the start of the school year. By staggering start dates, children will have an easier time transitioning to their new learning space and will have an opportunity to bond with their teachers. Your start date will be on your acceptance letter; tuition will be billed to you accordingly.

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 Executive Director before applying.

The Clinton Early Learning Center admits students of any race, color, sex and gender (identity and expression), sexual orientation, 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 based on race, color, sex and gender (identity and expression), sexual orientation, national and ethnic origin, in administration of its educational policies, financial aid awards and other school-administered programs.

REGISTRATION PROCESS AND PRIORITIES

Please return completed applications by mail or hand deliver to the CELC no later than February 28, 2019. Applications for Priorities 1, 2, 3 and 4 must be postmarked (or hand delivered) by the due date indicated. Any forms postmarked after this date will be processed as Priority 5. Telephoned applications will not be accepted.

Applications are sorted by priorities (see below).

As each application is selected, the child is enrolled for the times requested, if space is available. If the first choice is not available, we look at the second choice. If we cannot place your child according to your choices, your child is placed on the wait list.

We will send you registration results in April, including schedules, your monthly tuition payment, and additional paperwork. Additional paperwork MUST be completed and returned by May 15, 2019.

Priority 1:

Full Day Five Days per Week

- a. Currently Enrolled children
- b. Hamilton College Employees
- c. Center Employees
- d. Children with siblings currently enrolled
- e. Community members on the waitlist 6 months or longer
- f. Community

Priority 2:

Full Day Three Days per Week

- a. Currently Enrolled children
- b. Hamilton College Employees
- c. Center Employees
- d. Children with siblings currently enrolled
- e. Community members on the waitlist 6 months or longer
- f. Community

Priority 3:

Half Day Five Days per Week

- a. Currently Enrolled children
- b. Hamilton College Employees
- c. Center Employees
- d. Children with siblings currently enrolled
- e. Community members on the waitlist 6 months or longer
- f. Community

Priority 4:

Full Day Two Days per Week

- a. Currently Enrolled children
- b. Hamilton College Employees
- c. Center Employees
- d. Children with siblings currently enrolled
- e. Community members on the waitlist 6 months or longer
- f. Community

Priority 5:

Half Day Three Days per Week

- a. Currently Enrolled children
- b. Hamilton College Employees
- c. Center Employees
- d. Children with siblings currently enrolled
- e. Community members on the waitlist 6 months or longer
- f. Community

Priority 6:

Half Day Two Days per Week

- a. Currently Enrolled children
- b. Hamilton College Employees
- c. Center Employees
- d. Children with siblings currently enrolled
- e. Community members on the waitlist 6 months or longer
- f. Community

Applications postmarked after the deadline will be processed as Priority 5.

COMPLETING REGISTRATION

Additional paperwork must be returned by May 15, 2019 to complete the registration process. All children enrolled in the Clinton Early Learning Center must have their immunizations up to date. Every child must have the Child in Child Care Medical Statement completed within 12 months of enrolling in the program. If your child has allergies or special medical conditions, i.e. asthma or food allergies, please let us know immediately, so we can create an Individual Health Care Plan for him/her. There are additional forms for medications that must be completed by your child's physician prior to the start of program.

ENROLLMENT & SCHEDULE CHANGES

If you withdraw your application before June 25, 2020, you forfeit your deposit. Withdrawing from the program before June 25, 2020 requires a 30-day notice on the 1st of the month prior to withdrawing. All withdraws or schedule changes must be made on our drop/change of enrollment form. Should you give the CELC less than the 30-day notice by the 1st of the month prior to the change, there is a penalty of one month's tuition. Schedule changes mid-year can only be accommodated if there is space.

FINANCIAL AID

The Clinton Early Learning Center has allocated scholarship funds to defray the cost of tuition for families with financial need. A financial aid application can be requested from the Executive Director.