



75 Chenango Ave
Clinton, NY 13323
315-557-2340
Clintonelc.com

PLEASE READ THE FOLLOWING GUIDELINES FOR ENROLLMENT

Early Childhood Registration Policies and Procedures 2020-2021

ALL applications are due February 28, 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 full days only. You may choose MWF, T/TH, or M-F. If you are inquiring about half-day care, please call the administrative office at 315-557-2340.

A. Continuous Year-Round Enrollment

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

B. Summer Enrollment

Summer Session 1 is June 29-July 24. **The Early Childhood program is CLOSED from July 27-July 31 for cleaning.** Summer Session 2 is August 4-September 3. Tuition for Summer Session 1 is due June 22, 2020. Tuition for Summer Session 2 is due July 20, 2020. The last day to make changes to your summer schedule is May 1, 2020. You will be responsible for all tuition after May 1, 2020.

C. Academic Year Enrollment

Our Academic session begins September 8, 2020 through June 25, 2021. A *non-refundable* deposit of one-half of your monthly tuition will be due July 24, 2020. The non-refundable deposit will be credited towards June 2021 tuition. Tuition will be due on the first of each month, beginning September 1, 2020. If payments are received after the 10th of the month, there is a 5% late fee.

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. If your child does not get a placement, your registration fee will be returned to you.

ENROLLMENT RESTRICTIONS

Age- The Center accepts children from the ages of 5 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.

CONTINUITY OF CARE

The CELC follows a continuity of care model. Children under the age of three years old will remain with the same teachers in the same classroom until they turn 3 years old. We will transition children up to the preschool room within 3 months, either before or after their third birthday. This transition will depend on the needs of the child and where they are developmentally. Once the child transitions to the preschool room, they will remain there until they are eligible for Kindergarten.

STAGGER START

The CELC will stagger start all new to the program children between September 14-September 25. It is best practice to slowly introduce the children into their new environment a few children at a time, slowly adding more children to the group. 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.

We understand that not every program is right for every child. Children who are new to the program will come in for an interview prior to being accepted into the program. We want to make sure we are a good fit for your family and your child is a good fit for us. Once your child has been accepted into the program, there is a 30-day probationary period. If after 30 days, you feel that the Center is not a good fit or the Center feels it is not a good fit, we part ways and your deposit is fully refunded. Interviews will be set up by the Executive Director.

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, 2020. 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 4. 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 acceptance or wait list status letters out March 31, 2020, including schedules, your monthly tuition payment, and additional paperwork. Additional paperwork MUST be completed and returned by May 1, 2020. Failure to complete and return additional paperwork by May 1, 2020 will result in forfeiture of your child's placement.

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 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

Applications postmarked after the deadline will be processed as Priority 4.

COMPLETING REGISTRATION

Additional paperwork must be returned by May 1, 2020 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

Academic Year

If you withdraw your application before June 25, 2021 you forfeit your deposit. Withdrawing from the program before June 25, 2021 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. **There is a \$10 CHANGE FEE for all changes made after your initial enrollment.**

Summer

The last day to make changes to your summer schedule is May 1, 2020. You will be responsible for all tuition after May 1, 2020. **There is a \$10 CHANGE FEE for all changes made after your initial enrollment.**

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.