

PROGRAM POLICIES

Enrollment Policies

ENROLLMENT

Effective Date: 08/99

Updated: 06/15

PURPOSE AND PHILOSOPHY

The purpose of this policy is to ensure that enrollment is equitable among all the classrooms without bias.

PROCEDURE

Receipt of Applications

1. Applications are dated with the date received.
2. Families are mailed a post card confirming the receipt of their application.

Placement on Waitlist

Applicants' names are inserted on the wait list for the classroom that the child is currently eligible (see Classroom Eligibility below) using the criteria stated below:

Criteria 1: Order of priority given.

- 1st priority: Siblings of children currently enrolled in regular programming at The Child Development Lab
- 2nd priority: Children with special needs (when spaces are available), CCAMPIS parent-students, and families who qualify for partially reduced or reduced tuition (when spaces are available).
- 3rd priority: University of Georgia affiliates (currently enrolled students, staff or faculty)
- 4th priority: The community at large

Criteria 2: Marked date of receipt of application.

Special Considerations

Twins

- Separate applications are required.
- Listed separately on the waitlist.

Special Needs

- One space per classroom will be reserved for a child with an identified special need

Classroom Openings

- Families are contacted by phone or e-mail based on their determined priority status. Every effort is made to contact the families for three days. At the end of this time frame, if no contact has been made the next child's family on the list is contacted.
- Once contact is made families are given two days to make a decision and notify the center.

- Documentation and verification of UGA affiliation is required prior to physical enrollment of the child.

Acceptance of a Classroom Opening

- Families submit the annual supply fee.
- Families fill out the necessary paperwork.
- Families provide required documentation.
- Families and The Child Development Lab personnel determine start date of child, which is documented and agreed upon in writing.

Special Considerations for Openings

Children eligible for our Infant Classroom

- Siblings enrolled
- Applications received by May 31st will be eligible for being included in a random drawing.
- Infants due between June 1 and August 31 may submit an application early to be included in the random drawing. If the infant is not enrolled from the random drawing the applicant will be placed on the waitlist by date of birth.
- Infants' names are randomly drawn to create enrollment list
 - UGA affiliates drawn first
 - Community at large drawn second
- After class is enrolled applicants' names return to waitlist according to date received and criteria given above.

Children with Special Needs

- If there are no children with special needs currently enrolled in the classroom then children with special needs are prioritized from the wait list and offered enrollment.

Sharing of a space (only allowed during June and July for YT and older)

- Sharing of a space is an option with Director's approval.
- Space must be shared between children currently enrolled.
- Space must be shared on a full-day basis; no partial days or hourly sharing is permitted.
- Both families must agree upon and provide in writing how payment for the space will be provided.

Part Time Enrollment

- There are no part time enrollment options.

Remaining in current classroom for an additional year

- Special consideration will be given to children with special needs and/or history of trauma. These decisions will be made on a case-by-case basis by the leadership team.

Decline of a Classroom Opening

- If a family is offered a space and declines, their application is removed.
- If a family declines a space "at this time," their application is marked with the current date and moved to the end of the waitlist for the classroom that their child is currently eligible.

ENROLLMENT-MULTIAGE CLASSROOM
06/11

Effective Date:

PURPOSE AND PHILOSOPHY

The purpose of this policy is to ensure that enrollment is equitable between the Multiage Classroom

PROCEDURE

Classroom Make-Up:

The Multiage Classroom will have 20 children with one lead teacher and 2 assistant teachers. Optimally, ten children will be three years old by September 1st and ten children will be four years old by September 1st.

Classroom Eligibility

Multiage Classroom:	The child must be 3 years old by September 1 st to be eligible for one of the 3-year-old spots.
	The child must be 4 years old by September 1 st to be eligible for one of the 4 year old spots.

Enrollment Procedures

Children currently enrolled in the CDL Older Toddler program will be given the option of enrolling in Preschool for one year or the Multiage classroom for two years. In the event that more than ten 3-year olds want to enroll in the multiage classroom, there will be a lottery drawing for the nine spots. The remaining children will then be offered enrollment in preschool.

Any remaining openings for either classroom will be filled as outlined in the CDL’s enrollment policy.

Classroom Eligibility

Infant Classroom:	The child must be born by September 1 st .
Young Toddler Classroom:	The child must be 1 year old by September 1 st .
Older Toddler Classroom:	The child must be 2 years old by September 1 st .
Preschool Classroom:	The child must be 3 years old by September 1 st to be eligible for one of the 3 year old spots.
Multiage Room at River’s Crossing:	The child must be 3 years old by September 1 st and agree to stay at the CDL for two consecutive years to be eligible for one of these spots.

Withdrawal from Program

In order to withdraw a child from the Child Development Lab, families must submit their intent in writing and provide four weeks’ notice and tuition. There is a withdrawal form on the website.

If a child is withdrawn from the Child Development Lab and later wants to re-apply for admittance, then they are required to submit a new application and will be subjected to the procedures set forth in this policy.