

# **CHILD DEVELOPMENT LAB POLICY AND PROCEDURE MANUAL**

ENROLLMENT: GENERAL

Effective Date: 08/99

Updated: 07/11

## **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/Guardians 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.

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

Criteria 2: Marked date of receipt of application.

### ***Special Considerations for Placement on Waitlist***

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/guardians are contacted by phone based on their determined priority status. Every effort is made to contact the families/guardians for three days. At the end of this time frame, if no contact has been made the next child's family/guardian on the list is contacted.

- Once contact is made, families/guardians 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 and submit the annual supply fee.
- 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 31<sup>st</sup> 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, applicant's 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

- Sharing of a space is an option with administrator 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, in writing, the days each child will attend and the payment responsibilities.

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

### **Classroom Eligibility**

Infant Classroom: The child must have been born in order to submit an application.

Young Toddler Classroom: The child must be 1 year old by September 1<sup>st</sup>.

Older Toddler Classroom: The child must be 2 years old by September 1<sup>st</sup>.

Multiage Classrooms: The child must be 3 years old by September 1<sup>st</sup> to be eligible for one of the 3 year old spots.  
The child must be 4 years old by September 1<sup>st</sup> to be eligible for one of the 4 year old spots.

### **Withdrawal from Program**

In order to withdraw a child from the Child Development Lab, families/guardians must submit their intent in writing and provide four weeks’ notice and tuition.

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.