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. Parents/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.

- 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) or 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

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

- Parents submit the annual supply fee (non-refundable).
- Parents fill out the necessary paperwork.

- Parents provide required documentation.
- Parents 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' 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.

Part Time Enrollment

- There are no part time enrollment options.

Decline of a Classroom Opening

- If a parent/guardian is offered a space and declines, their application is removed.
- If a parent/guardian 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.

Withdrawal from Program

In order to withdraw a child from the Child Development Lab, parents/guardians must submit their intent in writing to the Director, provide four weeks notice and tuition, and complete the withdrawal form.

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.

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

ENROLLMENT-MULTIAGE CLASSROOM

Effective Date: 06/11

PURPOSE AND PHILOSOPHY

The purpose of this policy is to ensure that enrollment is equitable in the Multiage Classrooms

PROCEDURE

Classroom Make-Up:

The Multiage Classroom will have 18 children with one lead teacher and 2 assistant teachers. Optimally, nine children will be three years old by September 1st and nine children will be four years old by September 1st.

Classroom Eligibility

Multiage Classroom:	The child must be 3 years old by September 1st to be eligible for one of the 3-year-old spots. The child must be 4 years old by September 1st 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 nine 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 dictated by the CDL's enrollment policy.