



Admission and Enrollment Information Bulletin

The Child Development Center (CDC) is open Monday through Friday, 8:00am-6:00pm, twelve months a year. The Center follows the official university holiday calendar for staff employees. Specific closings are announced at the beginning of each session and emergency closings for inclement weather, etc. are possible. Children, ages 2½ through 6, are enrolled on a full-time basis.

Tuition & Fees

Application fee (non-refundable)	\$50
Full-time tuition for children of AU students.....	\$1,310/month
Full-time tuition for children of AU affiliated families	\$1,460/month
Full-time tuition for children of non-AU affiliated (community) families	\$1,590/month
Sibling tuition discount (concurrent enrollment)	5%
Deposit (for parents who choose to pay by check)	1 month's tuition
Late pick-up fees	Fees are outlined in the Parent Handbook
Returned check fee	\$35
Late payment fee (payments made after the 15th of the month).....	\$25



Enrollment Procedures

1. A child must be born before an application can be submitted.
2. In order to place a child on the waiting list, the application fee must be submitted with the application form.
3. Children are considered eligible when a space becomes available. If a space opens before the requested enrollment date, the child will be skipped; however, they will remain on the waiting list, unless the staff is told otherwise.
4. If a child is offered a space in the Center but the parent chooses not to accept said space, the child's status may be deferred. The child's name will remain on the waiting list for the subsequent enrollment period according to the date the application was received.
5. If there is no space for a child during a given enrollment period, the parents will be informed and asked if they would like to remain on the list for subsequent enrollment period.
6. Generally, to be eligible, one parent must have a present affiliation with American University. The primary affiliation of the parent will be considered. All individuals are classified into one of six categories, listed below in descending priority. All members of the first category have priority over those in the second category, and so on. The affiliation must be in effect at the time of enrollment. If a space cannot be filled by categories I through IV, categories V and VI become effective.

Parent Affiliation

Category I: AU Students*/Siblings of Currently Enrolled CDC Students

- Full-time undergraduates enrolled in degree programs (12 credit hour minimum)
- Full-time graduates enrolled in degree programs (full-time status as declared by a particular teaching unit; usually a 9-credit hour minimum)
- We at the CDC strive to promote family togetherness. Therefore, siblings of currently enrolled CDC students are given priority. If a child becomes eligible after their sibling has left the CDC, they will be moved to the appropriate category, based on parent affiliation.

Category II: AU Faculty/Staff

- Full-time staff (minimum of 28 hours of employment per week) or faculty status
- Part-time staff (27 or fewer hours of employment per week) or adjunct faculty status

Category III: AU Alumni

- Graduates of undergraduate and graduate programs

Category IV: Wesley Seminary Affiliates

- Full-time faculty, staff, and students of Wesley Seminary

Category V – On-Campus Organizations Serving American University

- Full-time employees of on-campus organizations (e.g., UPS, Aramark, etc.)

Category VI - Community

- Members of the community surrounding American University

Parents are to inform the CDC staff of any affiliation changes before enrollment. If a faculty or staff member is no longer employed by American University when their child is ready to enroll, the parent is classified as Category VI.

Parents should make an appointment to visit the Center and speak with the director and teachers. It is strongly recommended that each child comes for a visit to the classroom before orientation and/or abbreviated days.

A child is formally accepted at the Center after a deposit equal to one month's tuition has been received OR a payroll deduction form has been submitted, all required enrollment forms (i.e., health certificate, emergency forms, developmental forms, etc.) are duly completed and returned, and the child has visited the Center.

All children begin the program with abbreviated days to facilitate the transition to a new school setting. Additional abbreviated days or special adjustment plans will be scheduled, if necessary, to ensure the child makes a comfortable and productive adjustment. This decision will be made by the teachers with input from the parent(s) and CDC director.

*To be considered for the AU student rate, at least one parent should be enrolled in a degree-seeking or certificate program and is currently registered under a full-time status (as defined in "Category I" above) during each semester of the current academic year. Please note that the Center will coordinate the eligibility for the AU student rate with the University Registrar's office.



Agreements

1. Children must be at least 2 years and 6 months old, to start attending CDC.
2. Children must be covered under a parent's health insurance policy. The university insurance policy only covers accidents in the case of staff negligence.
3. In order to be accepted into the program, each child must have a completed "District of Columbia Child Health Certificate" (DCCHC) on file. The DCCHC should show an up-to-date immunization record. Yearly physical examination and immunization updates are required. If parents are not in compliance, the child will be suspended until complete health/immunization documentation is provided. Immunization requirements are determined and enforced by the DC Department of Health (DC/DOH).**
4. In general, children are registered for the academic year. Parents are financially responsible for the contracted time period; this includes periods of time in which the child may be withdrawn on a temporary basis (e.g., family vacations, sick days, etc.). Any time spent in the Center beyond the contracted time period will result in additional charges.
5. Payments are made monthly, due on the first of each month. Non-payments exceeding seven days of the due date are considered late. When tuition is two weeks late, the parent/guardian will be notified, and they must arrange a payment schedule for the overdue amount. If payments continue to be delinquent, the child may be suspended until the balance is paid in full.
6. Late pickup (after 6:00pm) exceeding three times per semester may result in actions, including suspension, termination of services or other penalties.
7. Payments can be made by payroll deduction, check, or money order. If either of the latter two forms of payment are used, they must be made payable to the "Child Development Center, American University."
8. No credit is granted for hours missed (e.g., personal illness, family vacation, etc.), for scheduled Center closing days (e.g., university holidays, scheduled staff development days, CDC's annual closing week preceding the beginning of the new academic year) and for unforeseen university-wide schedule changes (e.g., university closure due to weather conditions, unscheduled DC or federally-mandated closure, etc.).
9. When permanently withdrawing a child *for any reason* from the Center, a written notice must be provided with an absolute minimum of four week's notice. The tuition deposit will be credited to the child's last month only after the four week's notice has been received. No refunds will be issued.

** The requirement of an up-to-date immunization record for each child is strictly enforced by the DC-DOH through their database system. Any missing immunization will cause the rejection of CDC's annual DC license renewal.