198 College Hill Rd.
Clinton, NY 13323
(315) 859-4176

Registration/ Policy and Procedures 2014-2015

Please complete a separate application for each child, by mail or deliver to the Center in one envelope per family, ***with the non-refundable application fee of $25***. Please make checks payable to the Clinton Early Learning Center. Complete information on registration policy and procedures is available at the Clinton Early Learning Center office.
****Currently enrolled children and those on the waiting list must re-register for next year. ****

REGISTRATION OPTIONS (may be combined: for instance, a child may be registered for afternoons year-round, but add mornings for part of the summer). Registration is for the entire period described (academic year or part of summer session). If you withdraw your application or with less than one month's notice during the year, there will be a penalty of one month's tuition and loss of your deposit. For any of these options, you may register for half-days (AM 7:45-12:30,lunch included or PM 12:30-5:15, no lunch), or full days; you may choose MWF, TTh, or MTWThF.

A. Continuous Year-Round Enrollment By signing up for the same year-round schedule, you will get preference in registration. A deposit of $100 will be due May 1. The *non-refundable* deposit will be credited to September tuition. Tuition will be due on the first of each month, beginning July 1st.

B. Continuous Full-Time Year-Round Enrollment A deposit of $100 will be due May 1. The *non-refundable* deposit will be credited to September tuition. Tuition will be due on the first of each month, beginning July 1st.

C. Summer Enrollment The program is similar to the academic year program. The summer program has been divided into 2 sessions: 1st session, 4 weeks; 2nd session, 4 weeks. A child may have the same schedule all summer, or for just one session. Tuition for each session will be separate and due the first day of each session. A deposit of $100 will be due May 1. This no*n-refundable* deposit will be credited to September tuition or the last enrolled session of the summer if the child is not returning in the fall. Tuition will be due on the first of each month, beginning July 1st.

D. Academic Year Enrollment A deposit of one-half of your monthly tuition (up to $100/family) will be due May 1. The *non-refundable* deposit will be credited to September tuition. Tuition will be due on the first of each month, beginning September 1st.

APPLICATION FEE
Applications must be accompanied by a **nonrefundable** $25.00 application fee per application. APPLICATIONS WHICH ARE NOT ACCOMPANIED BY THE APPLICATION FEE CANNOT BE PROCESSED AND WILL BE RETURNED TO YOU. Please make checks payable to the Clinton Early Learning Center.

ENROLLMENT RESTRICTIONS
Age. The Center accepts children from the ages of 15 months through 5 years. (Ages are determined as of the first day they attend the Center.) Applications are accepted for younger children, but those who will not be 15 months old at the beginning of a session cannot be enrolled or placed on the waiting list until they are 15 months old. Children who are 6 at the beginning of a session may not enroll for that session.

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. The Toddler 1 group consists of up to 8 children; the Toddler 2 group consists of up to 10 children; the Preschool group has a maximum of 14 children; the Pre-K group has a maximum of 16 children. Each program has 2 teachers in the morning and 2 teachers in the afternoon.

Probation. All children will be placed on a probationary period of one month. At the end of this period, the teachers will evaluate the child's suitability for continued enrollment.

Lunches: Lunch spaces are limited. They will be assigned first to those attending full day. The Clinton Early Learning Center does not provide lunch; children registered for the lunch hour must bring their own lunch.

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 Director before registering.

The Clinton Early Learning Center admits students of any race, color, 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, financial aid awards and other school-administered programs.

REGISTRATION PROCESS AND PRIORITIES

In late February, registration letters will be distributed at the Center and mailed; responses may be returned by mail or hand delivered to the Center. 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 5. 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 schedule is not available, we look at the second choice, if one is given, and any notes from the parents explaining what option is acceptable (full days only, prefer mornings, etc.) and do our best to accommodate the family. If we cannot provide acceptable substitutes, the child is placed on a waiting list for times that are not available**. Please feel free to note on the back of the application what options is acceptable and what you prefer.**

We expect to send you registration results in April, including schedules and tuition.

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 3:
Half 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 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

Priority 5:
Half 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 6:
Half 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 5.

COMPLETING REGISTRATION

Additional information forms required to complete registration will be sent to you later. The health and immunization record is especially important. New York State regulations require immunization against Diphtheria-Pertussis-Tetanus, Polio, Hib, Hepatitis B, and Measles-Mumps-Rubella. A new requirement is Varicella vaccine for children born on or after 1/1/2000. A lead screening is also required. All parents must submit proof and DATES that their child has met such requirements before their child can attend a child care center or nursery school. Furthermore, the child must have received a health examination by a physician, physician's assistant, or nurse practitioner within 90 days prior to attending the Center. Otherwise, the State requires that the child be refused entry to the Center. Currently enrolled children must show evidence that the child continues to have updated physical exams annually or according to the schedule of the child's own physician. Make plans now to have these records up-to-date by the time your child enters.

FINANCIAL AID

The Clinton Early Learning Center Scholarship has allocated funds to defray the cost of tuition for families with financial need. A financial aid form has been included with your registration information. The Clinton Early Learning Center admits students of any race, color, 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid awards and other school-administered programs.