The Clinton Child Care Center  
Hamilton College  
198 College Hill Road  
Clinton, New York 13323  

Registration/ Policy and Procedures

Please complete a separate application for each child, by mail or deliver to the Child Care Center in one envelope per family, with the non-refundable application fee of $10 ($15 for 2 or more children per family). Please make checks payable to the Clinton Child Care Center. Complete information on registration policy and procedures is available at the Clinton Child Care Center office.

Currently enrolled children and those on the waiting list must re-register for next year.

The Clinton Child Care 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.

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 or PM), half-days with 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 one-half of your monthly tuition (up to $100/family) will be due June 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  By signing up for full-time, year-round enrollment you will receive a discount of one week's tuition at the end of the year. That means if you choose this option and begin Full-Time Care in July then the following June, you will only be required to pay for 3 of the 4 weeks. A deposit of one-half of your monthly tuition (up to $100/family) will be due June 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 3 sessions: 1st session, 4 weeks; 2nd session, 4 weeks and 3rd session, 1 week. 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 one-half of the highest monthly tuition (up to $100/family) will be due June 1. The non-refundable deposit will be credited to September tuition or the last enrolled session of the summer if child the 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 June 1. The non-refundable deposit will be credited to September tuition. Tuition will be due on the first of each month, beginning July 1st.

APPLICATION FEE
Applications must be accompanied by a nonrefundable $10.00 application fee. The fee for families registering more than one child is $15.00 (please use a separate form for each child, but you may mail them together). 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 Child Care Center.
ENROLLMENT RESTRICTIONS

Age. The Center accepts children from the ages of 18 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 18 months old at the beginning of a session cannot be enrolled or placed on the waiting list until they are 18 months old. Children who are 6 at the beginning of a session may not enroll for that session. However, Hamilton College parents of children under 18 months should consult the Director.

Numbers. Enrollment limits have been set by the Board, with consultation from the staff and the Long Range Planning Committee, and on the basis of program, philosophy, community needs, and past experience. Normally, 34 children per FTE slot will be registered. The reduction of numbers of children in a group as well as reduced staffing may be necessary if enrollment numbers do not support a full program. Numbers will not exceed maximum numbers listed.

Groups. Applications are for enrollment in the Child Care Center, not for specific groups. Children are grouped in consultation with the staff according to age and pursuant to New York State regulations. The youngest group consists of up to 10 children; the middle group has a maximum of 14 children; the oldest group has a maximum of 15 children. Each program normally has 2 morning teachers and 2 afternoon teachers.

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. We cannot guarantee them to all children currently enrolled for lunch. They will be assigned first to those attending full day. Priority for remaining lunch spaces will be given to children with afternoon slots. Parents of children under 3 who want afternoons are strongly encouraged to request lunch slots also, so the children will have some time to play before naps. If a full-day child drops afternoons, lunches may be lost also. The Child Care Center does not provide lunch; children registered for the lunch hour must bring their own lunch.

SPECIAL NEEDS / DISABILITIES

Clinton Child Care 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.

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REGISTRATION PROCESS AND PRIORITIES

In late March, 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 by May 1, including schedules and tuition.

Priority 1: Currently enrolled children must reregister to remain at the Center next year. You may register for all or part of your child's current schedule. This means times for which the child has been registered for at least 60 days before the registration deadline. Only regular schedules (MWF, TTh, or M-F) will be permitted. Children will be moved from one age group to the next when there are spaces available to accommodate them and according to the judgement of the director and the teachers.
**Note:** Currently enrolled children applying for new spaces, either in addition to or instead of any of the spaces which they currently hold, will be considered for these spaces in **Priority 2 or 3**. Requesting additional spaces will not affect eligibility for current spaces. Applications postmarked after the deadline will be processed as Priority 5.

**Priority 2:** After Priority 1 registration, children of Child Care Center employees and children of regular Hamilton College employees and fulltime Hamilton College students, both (1) those not currently enrolled in the Center and (2) those wanting more or different times, will be registered in order of length of service to the College or to the Center.

**Priority 3:** After Priority 2 registration is completed, applications from currently enrolled children wanting more or different times and siblings of currently enrolled children will be considered. Special consideration will be given to those requesting full-time or 5 AMs or 5 PMs and to families registering more than one child for the same times. In general, greater priority will be given to those requesting more time per week per family (including Priority 1 registration). Applications postmarked after the deadline will be processed as Priority 5.

**Priority 4:** This priority is for children who are currently on the Center’s waiting list and have been for at least 2 months. The child must also be an appropriate age (see below).

**Priority 5:** During the final phase, registration will be open to the general public. Applications will be processed in the order they are received.

**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 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.

Children under 3 who are new to the Center must present birth certificates before they can attend. Make plans now to have these records up-to-date by the time your child enters.

**FINANCIAL AID**

The United Way of the Greater Utica Area 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 Child Care 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.