

Admission Policy 2020-2021: Full-Time Child Care Infant, Toddler, & Preschool Programs

General Policy for Rolling Admissions

The CSDC Full-Time Child Care Programs utilize a rolling admissions process. As spaces become available, currently enrolled children transition internally to the next classroom based on age and/or development. When there is a space available and no already enrolled children are ready to transition, the wait list is used to determine the next eligible family. A lottery software is utilized to create classroom waitlists. This software assigns a random number to each application entered.

UNH Preference

The CSDC Full-Time Child Care Programs are open to children who meet the age-requirements for entry and have a parent/legal guardian who is a benefits eligible UNH/USNH faculty, PAT, operating staff employee or post-doctoral associate, undergraduate student (enrolled for a minimum of 12 credit hours per semester) or a graduate student enrolled in a full-time equivalent program, including active dissertation work. Children from non-UNH eligible families are admitted only if openings remain and no eligible applications are on file.

In cases where the parent/legal guardian loses status as a benefits eligible USNH employee or full-time student after her/his child has attended a CSDC full day child care program for an academic year or equivalent, enrollment may continue with the Executive Director's approval in writing. Tuition will be at the full community rate with no sibling preference. In other cases where a family loses USNH status the Executive Director may extend enrollment for the current school year.

Application

All families interested in having a child attend a CSDC full-day Child Care Program must first complete an application form for each child (please see priority deadline below). All applications for admission should include a \$15 non-refundable check or money order made payable to UNH. Forms are available on our website.

Families who have submitted an application by **March 1st** are entered in the lottery for the creation of a wait list for any available spaces in each full-day program for the coming academic year. All applicants submitted after March 1st will be added to the end of the wait list created by the lottery in the order they are received. This process is repeated each year in March.

Admissions Preferences

The order of preference for admission to CSDC Full-Time Child Care Programs is as follows:

1. Children already attending a CSDC full-day program;
2. In the infant room one space is reserved for a child of CSDC staff and one space is reserved for a child of tenure-track faculty in the Department of Human Development and Family Studies;
3. Siblings of children already attending a CSDC full-day program (see "Sibling Policy" below)
4. With the Executive Director's written approval, any child of a UNH faculty who returns from a sabbatical or appointment, if the child attended the CSDC immediately prior to the leave;
5. With written approval from the Executive Director, children with special needs previously admitted to the CSDC who temporarily attended a specialized program and wish to return to the CSDC next year;
6. Children (of UNH eligible families) currently attending a CSDC part-time Nursery program who seek to enter a full-time program;

7. Children on the Waiting List created for each classroom by the annual admissions lottery (please refer to the separate FAQ sheet on the CSDC Admissions Lottery).

The CSDC is committed to supporting and sustaining an educational community that is inclusive, diverse, and equitable. The values of inclusion, diversity, and equity are inextricably linked to our mission of teaching and research excellence, and we embrace these values as being critical to development, learning, and success. To build such a program for teacher training and research, the Executive Director of the CSDC may consider diversity and equity in making admissions decisions.

The CSDC does not discriminate on the basis of race, color, religion, sex, age, national origin, gender identity or expression, disability or special needs, parent/guardian sexual orientation, parent/guardian veteran status, parent/guardian marital status, or any other considerations made unlawful by federal, state, or local laws.

Admissions Offers and Acceptance

Spaces for *new* children will be offered as they come available throughout the year. In addition, we will experience movement every August as children age out of the program and move onto Kindergarten.

A center tour, classroom visits (30 minutes), and CSDC family handbook meeting with the director or assistant director is required for all families new to the CSDC (when no prior child has attended) as part of completing the admissions process. The next eligible family on the wait list is contacted by telephone or e-mail as soon as an anticipated opening occurs. The family will have 48 hours following the tour/visit (or initial call if no tour is needed) to accept the offer by paying the required non-refundable registration fee. If a family declines an opening when it is offered, the child may remain on the Waiting List but will be moved to the bottom until the next year's lottery is run.

Sibling Preference for CSDC Admissions

- Because of limitations of class size and other preferences, sibling preference does *not* guarantee enrollment at the CSDC.
- Once a child has been admitted from a family, eligible siblings will receive preference for available CSDC slots in other programs subject to the UNH family preference. An exception is extended for our Preschool 2 program in the following circumstances: if a child attends Preschool 2, a sibling seeking admission to the full-time program will have preference over new families. This sibling preference requires that a child from the same family will be attending a CSDC program during the admissions process. There is no alumnae preference in the CSDC full-day programs.
- In cases where a family is offered and accepts a space for their child in a CSDC classroom and that child has a sibling eligible for the *same* classroom (e.g. a multiple), the next available space will be offered to that sibling. Siblings eligible for the same classroom are placed in the lottery as two entries.
- Sibling preference in the full-time program only extends to eligible USNH employees or students.