

Full-Time Admission Policy

Infant, Toddler, & Preschool Programs

General Policy for Rolling Admissions

Applications received for the program are entered into a lottery software that assigns a random number to all applicants. This list is used as an active wait list for all open spaces throughout the year. 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.

UNH Priority

The CSDC Full-Time Child Care Programs are open to children who meet the age requirements for entry. Priority is given to those who have a parent/legal guardian who is employed by UNH as a full time or adjunct faculty, staff employee, post-doctoral associate, undergraduate student or a graduate student.

Siblings will be considered according to the admission priorities listed below.

Application

All families interested in having a child attend a CSDC full-time Child Care Program must first complete an application for each child (please see priority deadline below). All applications for admission should include a \$15 (per child) non-refundable check or money order made payable to UNH. Applications are available on our website. Applications can be submitted at any time to be part of the ongoing wait list. However, to be part of the admissions process for the next school year, all applications must be received prior to February 15.

Families who have submitted an application by the priority deadline of **February 15th** are entered into the lottery for the creation of a wait list for any available spaces in each full-time program for the coming academic year. All applications submitted after February 15th 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 February.

Admissions Priorities

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

1. Children already attending a CSDC full time program from a UNH Eligible Family.
2. In the infant room, one space is reserved for a child of CSDC staff member (as needed).
3. Siblings of children from a UNH affiliated Family (as defined above) already attending a CSDC full-day program
4. Siblings of children already attending a CSDC full-time program that are not affiliated with the University as defined above
5. Children of UNH Eligible Families currently attending a CSDC part-time Multi-Age Preschool (MAP) program who seek to enter a full-time program.
6. Children of non-UNH affiliated families currently attending a CSDC part-time Multi-Age Preschool (MAP) 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 an educational community that serves the university's mission as a program of excellence for teacher training and research. The Center accordingly may consider many factors in making admissions decisions in order to fulfill those university missions.

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 CSDC program and move on to kindergarten.

A center tour, classroom visits (30 minutes), attending accepted student day, and CSDC family handbook meeting (virtual) with the executive director (or designee) 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 exists. 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 next year's lottery is run.

Sibling Priority for CSDC Admissions

- Because of limitations of class size and other priorities, sibling priority does *not* guarantee enrollment at the CSDC.
- Once a child has been admitted from a UNH Eligible Family, eligible siblings will receive priority for available CSDC slots in other programs, so long as the enrolled child remains enrolled for the entirety of the current school year. When there is a gap in enrollment, no sibling priority is accommodated.
- 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.

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