

**DICKINSON
COLLEGE
CHILDREN'S
CENTER**

**ENROLLMENT INFORMATION
FOR NEW FAMILIES**

Dickinson College Children's Center
April 2016

Our Mission:

The mission of the Dickinson College Children's Center (DCCC) is to provide high quality child care for the employees of Dickinson College and the surrounding community so that parents are able to fulfill professional and personal commitments secure in the knowledge that their child is cared for in a safe, nurturing and developmentally appropriate environment. DCCC is committed to providing an environment where each child is accepted and respected for his or her own uniqueness and individuality. It is the center's firm promise to accept, respect, and indeed celebrate the individual cultural backgrounds and learning styles of every child. The Center's curriculum will enable all children to develop their physical, emotional, cognitive and social skills to the fullest potential.

Child Care Information

The Dickinson College Children's Center provides high-quality child care, preschool and full-day kindergarten for approximately 116 children from 6 weeks to 6 years old. The center also provides a 10-week summer school-age program for children who have completed kindergarten through age 12.

The Children's Center has attained a Keystone STARS rating, is licensed by the Department of Human Services and licensed by the Pennsylvania Department of Education as a nonpublic school for Kindergarten.

Enrollment Information:

Despite an expansion to the center that was completed in 2009, the capacity is limited and therefore enrollment cannot be guaranteed for prospective children. While DCCC is committed to providing care for all children, the center was established primarily as a resource for college employees and their families, and therefore enrollment prioritization is provided to college employees. Frequently the number of applicants exceeds capacity, and therefore the development and management of a Wait List has been established to guide the enrollment process. Priority for enrollment is given in the following order:

1. DCCC employee's child
2. Dickinson College employee or student's child with sibling currently enrolled at DCCC
3. Dickinson College employee or student's child
4. Child with sibling currently enrolled at DCCC
5. Child whose parent is a Dickinson College alumnus/alumna
6. Dickinson College employee's grandchild
7. Community Member who receives tuition assistance from CCIS
8. Child was previously enrolled in DCCC
9. Community member's child

Dickinson College employees with an infant with a due date on or before November 1 will be automatically placed on the active wait list for the current enrollment year.

Dickinson College employees with an infant whose due date is after November 1 of any given enrollment year will be placed on the active list for the next enrollment year.

All other expectant parents who submit an application with no birthdate will be placed on our inactive list and are asked to please contact DCCC with your child's date of birth and we will be

happy to place your child in the appropriate (active) group. Applications submitted with a date of birth will automatically be placed on the active list for the current enrollment year.

Applications for enrollment can be found online:

(http://www.dickinson.edu/info/20075/children_s_center/1047/enrollment_information). The receipt of the application form in no way implies that the child will receive a space in the Dickinson College Children's Center. If there are no spaces available, your application will place your child's name on a waiting list. You will be contacted by e-mail with a code. This code will enable you to determine your child's place on the waiting list which is posted on our website. Please remember that it is your responsibility to notify DCCC of any changes in your contact information.

A non-refundable enrollment fee of \$60 will be charged upon enrollment. All checks should be written to Dickinson College Children's Center.

New enrollments will officially start mid-August of every year. A welcome packet from your child's classroom will be distributed to you upon enrollment. This packet will include a letter from your child's teacher, a sample daily schedule, samples of daily reports and a list of items needed for daily routines.

Enrollment will be based on 49 weeks. Agreements, Emergency Consent Forms and Food Program Enrollment Forms must be signed upon enrollment in the Center. Parents will be requested to update these forms every six months as required by the Department of Human Services. Parents are encouraged to provide more frequent updates to such forms, if changes in personal circumstances warrant such changes.

We thank you for your interest and encourage you to call the main office with any additional questions or concerns.

A fee schedule and more detailed information are available from the center at: 245-1088.

Please visit our website to view classroom pictures, teacher information and more:

http://www.dickinson.edu/homepage/66/dickinson_college_children_s_center