

# TEXAS TECH UNIVERSITY

## Child Development Research Center

### PARENT INFORMATION

#### PURPOSE

The Department of Human Development and Family Studies, College of Human Sciences, operates a Child Development Research Center (CDRC) which provides educational/developmental programs for approximately 65 families with children from birth through five years of age. The CDRC serves as a site for instructional experiences for university students who work with children in laboratory, student teaching, and practicum courses. In addition, the Center provides interdisciplinary research opportunities for faculty and graduate students.

#### PHILOSOPHY/CURRICULUM

The Child Development Research Center is committed to the belief that children can develop to their highest potential in a nurturing atmosphere which fosters mutual respect and an appreciation for the uniqueness and capabilities of the individual. Thus one of our primary goals is to provide an individualized developmental program for each child we serve, including mildly and moderately handicapped children and children from culturally and socioeconomically diverse backgrounds. Using the High/Scope curriculum, a widely recognized successful approach to early education, children are encouraged to be “active learners,” to have daily opportunities to decide what they want to do. The fundamental premise is that children learn best from experiences which they plan and carry out themselves. Thus the role of the teacher is to build upon each child’s existing strengths and accomplishments, using their activities as the springboard for further development. Through individual, small group, and large group experiences, teachers initiate activities designed to meet the needs of every child involved, with an emphasis on facilitating the development of the total child--physical, social, emotional, and cognitive.

Learning through play, through exploring the environment, and through interacting with others are essential components. Children progress at their own pace as they are supported and encouraged to participate in both child-selected and adult-initiated activities. In order to further the children's knowledge, these experiences are usually incorporated into weekly thematic units appropriate to the needs and interests of the children.

The CDRC is accredited by the National Academy of Early Childhood Program Accreditation. The Academy is a division of the National Association for the Education of Young Children (NAEYC), the nation’s largest organization of early childhood educators. The CDRC is also licensed by the Texas Department of Protective and Regulatory Services (TDPRS) and serves as a Rising Star Vendor for Child Care Services.

#### PARENT INVOLVEMENT

Emphasis is placed on the involvement of the child’s family in the program. Parents are encouraged to visit the Center for observation and participation at any time and are expected to become involved in conferences, meetings, and the other special events planned for children and their families.

## SCHEDULE

The CDRC operates on a full-day basis, nine months a year (mid-August through mid-May, approximately 173 days), with an optional program offered during the first summer session. The Center is open daily Monday through Friday, 7:30 a.m.- 5:30 p.m. Parents are provided a complete school year calendar before the fall semester begins so that they can plan for the attendance and vacation days scheduled throughout the year.

## PROGRAMS

The CDRC is comprised of three classrooms housed in the Human Sciences Building and the Cottage. Because our goal is to provide a developmental education for each child we serve, the age group designations are for the purposes of program identification only:

<u>Age Group</u> *	<u>Program Teacher / Child Ratio</u>
Infants and Toddlers, 6 Weeks-23 Months	12 children, 1:3 ratio
Two- and Three-Year-Olds, 24-42 Months	14 children, 1:7 ratio
Four- and Five-Year-Olds, 43-71 Months	18 children, 1:9 ratio

\* **Age as of September 1st**

## FEES

Application/Waiting list Fee: A non-refundable application fee of \$50.00 per child is payable at the time the application is made for waiting list status.

Registration Fee: A non-refundable registration fee of \$60.00 per child is payable at the Time of enrollment each fall semester. Families enrolling at any time in the fall semester will pay this fee. Families enrolling in the spring or summer semesters will not pay the fee until the following fall. Families enrolling for the FIRST time will have their \$50 application/waiting list fee applied toward the registration. Payment of the fee confirms the child's place in the program for that school year.

Tuition Fees: The tuition for the CDRC is determined on the total yearly cost of the program, mid-August through mid-May (9 months). The tuition covers the major portion of the staff salaries, instructional materials and supplies as well as the daily nutritious snacks. Children provide their own lunches. For the convenience of parents, the tuition may be paid on a monthly basis.

Activity Fee: A non-refundable activity fee of \$50.00 per child over the age of 2 is payable at the time of enrollment. This fee covers the cost of field trips (bus rental fee and admissions). This cost will be prorated (\$17 for every

3 months) for families enrolling later than August. This fee is not charged for summer school.

### **Waiting list / Enrollment Policies**

Enrollment in the CDRC is open to families of any race, national or ethnic origin, sexual preference, religious or political affiliation, provided the Center can meet the needs of the child. The CDRC does not discriminate in the administration of its educational policies, admission policies, and other Center-administered programs.

Parents who are considering first-time enrollment of their child are encouraged to visit the center. The scheduling of these visits should be arranged through the CDRC office at (806) 742-3016. A child's waiting list application can be completed at any time before or after the Center visit. A child is not considered to be on the waiting list until the appropriate forms have been completed and returned and the \$50.00 waiting list fee paid.

It is important, once on the waiting list, to update the center about any telephone, email, and/or address changes.

The waiting list is updated on a regular basis. Each spring semester, currently enrolled families are asked if they intend to return the following school year. They are asked to sign a form indicating their intention to return and indicating any changes in enrollment options. First priority is given to returning children maintaining the same schedule, and then to children requesting a schedule change. After filling these requests, it is determined how many vacancies will be available for the fall in each class. At this time forms are also sent to families on the waiting list asking if they wish to continue their status on the waiting list and if their request for enrollment options have changed. Families who indicate to 'remove' on their form or who do not return the form are moved to an inactive file and are no longer considered to be on the waiting list. In extenuating circumstances families can request that their status be changed back to an active status anytime within 6 months of being deactivated. After the deadline has passed for returning these forms we are ready to make enrollment decisions for the following school year.

Each family on the waiting list receives one wait date. Therefore if a family gets on the waiting list with one child and, at a later date, adds another child, both children will be considered waiting from the original date. The waiting list date is for the family - not each individual child.

**The primary criterion for selecting children from the waiting list is time on the waiting list.** There are a few exceptions, however.

Priority is given only in the following situations:

1. Priority is given to siblings of currently enrolled children so that families will not have children in multiple childcare centers. *Currently enrolled families must fill out a waiting list form and pay the \$50 waiting list fee for the new sibling. When there is more than one sibling requesting a spot, length of time the new sibling has been on the waiting list will be the determining factor.*
2. Priority is given to children of full-time CDRC staff members.
3. Priority is given to families seeking full-time enrollment.
4. We are committed to having at least one child with a disability in each classroom in order for our lab students to have experience working with children with disabilities. If there is an opening in a classroom that does not have a child with a disability, the next child with a disability on the waiting list in that age range will be selected for

enrollment. If there is no child on the waiting list in the applicable age range with a disability, the DEBT program may be contacted to help us fill that spot. *If you are a parent of a child with special needs, please be sure to note that in the comments section of the waiting list form so that proper consideration may be given.*

5. In the infant and toddler classroom there is consideration given for the age of the child. We try to have at least one and no more than 4 children under the age of 12 months. We try to pair children with at least two at the same age. For example, if we have one child who is 22 months and the next oldest is 15 months, we will try to enroll another child close to 22 months. Also, child care licensing standards (746.1605) state that, in a classroom containing infants, no child may be more than 18 months older than the youngest child in that same classroom.

Aside from these exceptions, children are selected in order of time on the waiting list. If two children have been on the waiting list for exactly the same amount of time, and one is the child of a TTU/HSC faculty, staff, or student, the TTU/HSC family will be given preference. This is the only time when affiliation with TTU or TTUHSC allows for preference.

The Center maintains optimum child/teacher ratios as determined by our accrediting body, the National Academy of Early Childhood Programs:

<b>Ages</b>	<b>Adult/Child Ratio</b>	<b>Maximum Class Size</b>
6 weeks to 2 years	1 adult/3 children	12 (2 classrooms)
2-3 years	1 adult/7 children	14 (2 classrooms)
4-6 years	1 adult/9 children	<u>18</u> (2 classrooms)
		<b>88 TOTAL SPOTS</b>

It is very unusual that the CDRC has any openings during the school year. Most children, when enrolled in the center, do not leave until they go to Kindergarten. It is common for us to go an entire school year without enrolling even one new child in any classroom.

However, if there is an opening at any time during the school year the staff will print out a current waiting list for the age range of children in the classroom where the opening is (the waiting list prints out in order of time on the list - from longest to shortest time). We will then go down the list to find the first child whose requested schedule matches that of the opening. *(Example: if there is a TTH opening in the 2/3-year-old classroom, the staff will print out the waiting list for all children between 24 and 42 months of age. They will then go down the list to find the first family who has requested TTH or "flexible" enrollment. That family will be contacted to see if they are interested. This process will continue until the spot is filled. Sometimes the spot will be filled by the first person contacted, other times we may contact several people before filling the spot).*

The waiting list is a very 'fluid' document which changes from day to day based on new children being placed on the list as well as children aging from one waiting list onto another one *(i.e. on their second birthday children will move from the waiting list for the infant and toddler classrooms to the 2/3 year old classrooms)*. Despite our hesitation, people often request to find out their "number" on the list. Please understand when making this request that this number can and does change often. Also understand that we have separate waiting lists for each age group. Therefore you may know someone who got their child in before you, even if you have been waiting longer. Some of our classrooms have longer waiting lists than others. It is possible for someone with an older 3 or 4 year old to get in very quickly where someone with an infant may wait much longer.

The waiting list files are open records, and as such, interested parties may view the list at any time during normal business hours.

**TEXAS TECH UNIVERSITY**  
**Child Development Research Center**  
**ENROLLMENT AND TUITION PAYMENT POLICIES**

**ENROLLMENT**

There are two categories of enrollment in the CDRC:

- 1) **FULL DAY ENROLLMENT:**  
(7:30 - 5:30, Mon. - Fri.)
  
- 2) **PARTIAL ENROLLMENT:**  
Full Day MON/WED/FRI or Full Day TUES/THURS

Partial enrollment is dependent upon ability to match with other partial enrollment schedules in order to maintain full enrollment potential.

**TUITION AND FEES**

Application/Waiting List Fee

A **non-refundable** waiting list / application fee of \$50 per child is payable at the time of completion of the application form. The application fee will be applied toward the registration fee upon enrollment.

Registration Fee

A **non-refundable** registration fee of \$60 per child is payable at the time enrollment is offered to the family. Families enrolling at any time during the school year will pay this fee. There is no registration fee for enrollment in summer school. Families enrolling for the first time will have their application/waiting list fee applied toward the registration fee. Payment of the fee confirms the acceptance of the child's place in the program for that school year.

Activity Fee

A **non-refundable** activity fee of \$75 per child over the age of 2 is payable at the time of enrollment. This fee helps to cover the cost of field trips (bus rental fee and admissions). This cost will be prorated (\$25 for every 3 months) for families enrolling later than August. This fee is not charged for summer school.

Tuition Fees

Tuition fees are based upon the total yearly cost of the program (mid-August through mid-May). For the convenience of parents, tuition may be paid on a monthly basis, with the payments being due no later than the 9th of each month. Payments may be mailed or delivered in person to the CDRC office.

### **Past Due Tuition**

Tuition accounts which are paid after noon on the 9<sup>th</sup> of each month (if the 9<sup>th</sup> is on the weekend, tuition is due by noon the Friday before) are considered past due and will be assessed a bookkeeping fee of \$15 per child. Children whose parents fail to make payments by the 14<sup>th</sup> of the month will be excluded from participating in the program until the balance is paid in full. Children will be re-admitted with a \$50 re-enrollment fee. If the total due is not received by the 21<sup>st</sup> day, the child's space will be filled from the waiting list file. If parents fail to render payments due, the CDRC will follow TTU's operating policies (OP 62.21, 62.04, and 62.31) regarding returned checks and debt collection.

In case of extended absences due to illness or accident, credit for tuition may be arranged on an individual basis.

### **Late Pick-Up Fees**

Our policies include an additional fee for parents who do not pick up their children on time. A late pick-up fee of \$10.00 will be charged for the first 10 minutes or any part thereof, and then \$2.00 per minute for each additional 5 minutes after scheduled pick-up time. If you wish to visit with the teachers, please come early enough to do so before 5:30.

### **Policies for refund of fees**

Once enrolled, each child is enrolled for the entire school year or balance thereof. If it is necessary to withdraw the child from the Center before Spring Break, **notice should be given in writing three weeks before the child's last day**. Tuition will be due until the end of the three week notice. If such notice is given, any credit for tuition paid will be refunded. Without three weeks' written notice, no refund will be granted. If withdrawal is desired after Spring Break, no refund will be granted and parents are responsible for all remaining tuition through May.

### **Child Care Subsidies**

Families who receive subsidy through CCS are expected to abide by CCS policies regarding tuition payments and attendance. Failure to comply with CCS or CDRC policies can result in rescinding the child's enrollment.

Families who receive subsidies for child care from a 3<sup>rd</sup> party (other than CCS) are expected to abide by CDRC policies regarding tuition and fees and parents are held responsible for any and all tuition and fees in any case where the 3<sup>rd</sup> party does not make payments.

Texas Tech University  
Child Development Research Center

**Schedule of Tuition Fees**

2009-2010

**Infant/Toddler Classrooms**

<b>Full Time (M-F)</b>	<b>M/W/F</b>	<b>T/TH</b>
Annual Tuition: \$6,300 10 Month Tuition: \$630	Annual Tuition: \$4,725 10 Month Tuition: \$473	Annual Tuition: \$3,150 10 Month Tuition: \$315

**Toddler/Preschool Classrooms**

<b>Full Time (M-F)</b>	<b>M/W/F</b>	<b>T/TH</b>
Annual Tuition: \$5,715 10 Month Tuition: \$572	Annual Tuition: \$4,286 10 Month Tuition: \$429	Annual Tuition: \$2,858 10 Month Tuition: \$286

**Preschool Classrooms**

<b>Full Time (M-F)</b>	<b>M/W/F</b>	<b>T/TH</b>
Annual Tuition: \$5,337 10 Month Tuition: \$534	Annual Tuition: \$4,003 10 Month Tuition: \$400	Annual Tuition: \$2,669 10 Month Tuition: \$267

**Payment Due Dates**

**By July 8<sup>th</sup>**

- **\$300 Deposit** – this **non-refundable** deposit will hold your space for the following school year and will be credited toward your August payment.

**By August 17<sup>th</sup>**

- **Annual Registration Fee:** \$60.00 per child (waiting list/application fee applied toward first time enrollment)
- **Activity Fee:** \$75.00 per child over the age of two
- **Tuition** – full monthly tuition payment  
(*minus the \$300 deposit paid in July*)

**September thru May**

- Full monthly tuition due each month

*\*\* Tuition is based on an annual amount – parents may choose to pay the annual tuition in different ways (one payment, payment by semester, 9 month increments). However, the minimum amount in 10 monthly installments is listed above.*