

**Ohio University Child Development Center  
Application for Enrollment**

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (h/w/c-please circle) \_\_\_\_\_

Phone (h/w/c-please circle) \_\_\_\_\_

Phone (h/w/c-please circle) \_\_\_\_\_

Phone (h/w/c-please circle) \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

*Enrollment is for full-time care, which is full day, 12 months per year, between the hours of 7:30am -5:30pm.*

Do you currently have other children enrolled at the center? Yes    No

If yes, please list name and age:

Please include names and ages of other children applying for admission to the Center.

A \$20.00 non-refundable, application fee must accompany your Application. Checks only, made out to OU CDC.

*Children are accepted on a first-come, first-served basis, although sibling(s) enrolled and age/gender may influence decisions. Please read the back for important information about the waiting list, enrollment and fees. By signing this, you acknowledge having read and received these items.*

Parent(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return application and fee to: **Ohio University Child Development Center,  
The Ridges Building #27, Horse Barn Ln., Athens, Ohio 45701**  
Questions: email Lisa Frasure at [frasure@ohio.edu](mailto:frasure@ohio.edu) or call 740-593-1819

**Office Use Only:** Registration Fee Check Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date 1st Offer made: \_\_\_\_\_ School Year of Preferred Enrollment: \_\_\_\_\_

Comments:

Date 2nd Offer made: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_ / New Date of Application: \_\_\_\_\_

Comments:

The OU CDC has a lengthy waiting list. To keep the waiting list up-to-date, we ask that you call and update information (DOB, Name, Address, Phone Numbers, Emails, etc) when they change. When a space is available for you, every attempt will be made to contact you, but if we are unable after three attempts to contact you because of incorrect contact information, your child's name will be removed from the list.

We are unable to give families a definite timeline for enrollment at the CDC. The date of application as well as the age of the child are factors. Preference is given to siblings of children already enrolled. Then we use the waiting list to contact families with age-eligible children. There are generally more than 50 on each waiting list: Infants, Toddlers and Preschool. Every August, we enroll about 20-30 new children.

### Openings:

- Generally, enrollment for the following school year begins in April/May. Calls are made and emails are sent to offer available spaces. In July, parents are required to attend a parent orientation before beginning at the CDC. In early August, parents submit enrollment paperwork, meet with teachers and visit the classroom with their child. New enrollees begin the first day of Fall semester each year.
- When offered a space at the CDC, families have 7 days to decide. This would include time for a tour of the facility and any questions to be answered. If after 7 days there is no response the space would be offered to the next child on the list and your child's name would be removed from the list.
- If you decline an opening, you will be asked to identify which school year you would like to be considered for enrollment. We will not call again until enrolling for that school year.
- If you decline an opening twice, the date of application will be changed to the date you decline the 2nd offer.

### Tuition and Fees

The Child Development Center operates on a sliding fee scale. Both the sliding fee scale and income verification are updated every two years, on even years.

- **Tuition:** Fee Payments must be made by the first of each month. Checks should be made payable to Ohio University Child Development Center or OU CDC. Tuition should be placed in the box outside the director's office (Room 108). Automatic checks can be setup to send from your bank. Parents are required to pay the full payment each month even if they go on vacation, their child is sick or the Center closes due to weather or other unforeseen circumstances. For families of incoming and outgoing children, the month of August is prorated. Incoming and outgoing families share the cost of the week of closure.
- If parents are on a year-long sabbatical from August to August and wish to re-enroll their child upon return, they will be placed on the waiting list and have preference. Shorter sabbaticals would require a withdrawal and new application.
- **Withdrawals:** Parents wishing to withdraw their child(ren) may do so at any time. A 30 day written notice is requested to allow enough time to fill the vacant spot. If sufficient notice is not given, there will be a charge for the additional month.

