

Child Development Center

Chattanooga State

Application
Packet



Application

AND FEE SCHEDULE

Dear Prospective Parent:

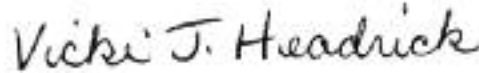
Thank you for your interest in Chattanooga State's Child Development Center. Please review the following information and feel free to visit our school. If you would like for your child's name to be placed on our waiting list, please return the completed application and a **\$10 non-refundable application fee**. Applicants are listed by the date the fee is paid.

Generally, the Child Development Center has a long waiting list of approximately 10-15 children per class. To enhance the program, we keep our class size small. Therefore, we do not guarantee an opening for any child.

When a vacancy occurs, you will be notified as soon as possible. If you are not interested at that time, you may leave your child's name on the waiting list. If you are interested, a **\$50 deposit is due at this time**. This deposit is applied to the first month's tuition. It is not refundable if you choose not to follow through with the plans for your child to attend the Child Development Center. **A current record of all immunizations and the child's physical report must be on file prior to the starting date.**

We hope to meet your childcare needs soon! If you have any further questions, please feel free to contact us at (423) 697-4412.

Sincerely,



Vicki J. Headrick
Director
(423) 697-4412

Si necesita una traducción para este formulario
llame al Departamento de Español de Chat-
tanooga State al (423) 697-3387.

Fee Schedule

Effective January 1, 2009

6 Weeks-2 years.....	\$650 per Month
2 Years.....	\$550 per Month
3 Years and up.....	\$500 per Month

Fees are due on the first day of each month.

*A \$25 late fee will be assessed if fees are not paid
by the close of business on the seventh day of the month.*

Waiting List

P R I O R I T Y L E V E L S

FIRST PRIORITY

Parent May Apply

- Full-time students enrolled for credit at the current term the space becomes available who already have a child enrolled at the center.
- Current full-time employees who have a child enrolled in the center at the time an opening becomes available.

Hours will be verified through Records and Human Resources.

SECOND PRIORITY

Parent May Apply

- Full-time students enrolled at the current term the space becomes available.
- Current full-time employees at the time an opening becomes available.

Hours will be verified through Records and Human Resources.

THIRD PRIORITY

Parent May Apply

- Families who currently have a child enrolled in the center, but whose parents are not full-time students, staff, or faculty.

FOURTH PRIORITY

Parent May Apply

- Current part-time students and part-time employees at the time an opening occurs.

Hours will be verified through Records and Human Resources.

FIFTH PRIORITY

Relative May Apply

- Current full-time employees who apply for a grandchild, niece/nephew **without** custody of the child.
- Those employees who show proof of legal custody will be considered at second priority level.

Hours will be verified through Records and Human Resources.

SIXTH PRIORITY

Parent May Apply

- Students and staff previously at Chattanooga State are considered part of the general community at sixth priority level.
- Temporary employees and adjunct faculty are considered as general community priority level.

Children moving from one age group to another will always be accommodated before determining space availability. Therefore, a space may appear open, but may already be reserved for a child currently enrolled. NAEYC recommended teacher/child ratios will be observed as well as classroom environment when determining openings.

Applications are listed by the date that the application fee is paid and in order of priority consideration.

Chattanooga State

Community College

Child Development Center

4501 Amnicola Highway

Chattanooga, Tennessee 37406

(423) 697-4412

www.chattanoogaestate.edu



Accredited by
NAEYC's
National Academy
of Early Childhood
Programs