

WCC CHILDREN'S CENTER

STUDENT CHILDCARE FEES are \$3.00 per hour

A non-refundable Registration Fee of \$10.00 per family is charged each semester - Fall, Winter, Spring/Summer

All paperwork must be completed and returned to the Center Office at least 24 hours before you need childcare to begin. (No exceptions!)

INTRODUCTION

We offer quality childcare and educational programs for preschool aged children while their parents attend classes at WCC. Childcare is provided **ONLY** while the parent is on campus. Special arrangements can be made for an internship, co-op placement, field trip, or clinical placement.

SEMESTER ENROLLMENT

The Center is open from 7:30 a.m. to 5:30 p.m. Monday through Friday for all semesters. Earlier times may be available for WCC clinical placements only. Enrollment at the Center begins each semester when registration for WCC begins. Enrollment must be for the complete semester, from the first week you enroll through the last day of the semester. **Childcare is provided only on the days classes are in session.**

There is **NO** subtraction of cost for days missed due to illness, personal business or the occasional cancellation of class. If your child is absent, time cannot be exchanged for additional time on another day.

In order to facilitate adjustment, children must:

1. Stay at least two continuous hours each day they attend
2. Attend a minimum of two days per week

DISCOUNTS

Full time - A 10% discount is given for children using the Center 30 or more hours per week.

Siblings - A 15% discount is given for siblings.

PAYMENT ASSISTANCE

Income based assistance is available from The Board of Trustees. For more information contact the **Student Resource and Women's Center**
(Phone: 973-3528) 2nd floor SCB.

PAYMENTS

Center enrollment is a semester commitment. Semester hours are totaled, and then multiplied by the fee rate. Childcare fees are charged to your WCC account in one lump sum. The full amount of payment is due one week prior to the start of registration for the new semester. Any fees not paid after that will be assessed late payment charges and a hold will be placed on your account. **You can authorize payment for childcare to be deducted from your financial aid through your MyWCC account.**

All fees are paid at the Cashier's Office, second floor, SCB. **Fees must be paid in full before you can register for a new semester.**

A two-week notice must be given to withdraw a child from the program. Fees will be assessed for the two weeks following your notification of withdrawal.

If you have any questions, please feel free to stop by the office or call 734-973-3538.

Additional information on reverse side

DROP-OFF/PICK-UP TIME

Parents are charged for drop-off and pick-up time, fifteen minutes before and after scheduled care or ½ hour per day.

STUDY TIME

The Center allows study time between your classes during peak hours. **Peak hours are Monday thru Thursday from 9:00a.m. Until 2:00p.m.** If there is space available study time MAY be added after 2:00pm after the second week of the semester.

EXTRA TIME

Parents who need times, other than their regularly scheduled times, **MUST** request *Extra-time* from the room teachers who will determine if space is available. **This time must be for on-campus activities.** This time is recorded on the *Extra-time Sheet* **Extra-time is billed separately.**

ADMISSION AND WITHDRAWAL CRITERIA

All age appropriate and fully mainstreamed children of WCC students are accepted for care provided there are openings available. Parents will receive a preliminary conference followed by a two (2) week notification when childcare services must be withdrawn due to:

1. Non-compliance with center rules, policies, or procedures.
2. Inability of center to provide quality care as defined by the director in accordance with the ADA for special needs children or families.

NON-DISCRIMINATION

WCC Children's Center does not discriminate based on race, sex, age, handicap, or national origin.

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