

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, study or work at WCC. Childcare for all clients is provided **ONLY** while the parent is on campus or has an internship, co-op placement, field trip, or clinical placement.

SEMESTER ENROLLMENT

Hours of operation are 7:30 a.m. through 5:30 p.m. Monday through Friday. Earlier arrangements are possible for students in clinical placements. 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 hour each day they attend
2. Attend a minimum of two days per week
3. Attend a minimum of six hours 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.

FINANCIAL AID

The Board of Trustees has authorized the establishment of a Children's Center Financial Aid Fund to assist eligible Children's Center clients. For more information contact the **Student Resource Center** (phone: 973-3528) 2nd floor SCB.

PAYMENT

Center enrollment is a semester commitment. Semester hours are totaled, multiplied by the fee rate and divided into 4 equal payments. **Childcare is provided only for the time classes are in session each semester.**

All fees must be 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. The office staff must be notified. Fees will be assessed for the two weeks following your notification of withdrawal.

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.

**ADDITIONAL IMPORTANT INFORMATION
ON REVERSE SIDE**

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

STUDY TIME

If there is space available, study time MAY be added after 2:00pm after the second week of classes.

EXTRA TIME

Parents who need times, other than their regularly scheduled times, may request *Extra-time* from the room teachers who will determine if space is available. **This time must be for on-campus activities**, such as meetings with counselors, testing, studying, etc. This time will be recorded on the *Extra-time* Sheet (located under the regular sign-in sheet in the classroom). *Extra-time* is charges at the rate of \$4.00 per hour and is billed separately.

LATENESS

Children who are left beyond their scheduled times without advance approval from room teacher or office staff (extra time sheet filled in completely, including teacher's initials) will be charged at the rate of \$4.00 per hour for each additional 15 minutes or fraction thereof.

NON-DISCRIMINATION

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

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.

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