

CCSD Childcare Registration and Enrollment Policy

CCSD Childcare was originally created as a benefit for Clarkstown Central School District teachers and employees. Over the years, the program expanded, which created the opportunity for the community to enroll **when space is available**.

The following articulates the registration and enrollment guidelines to be followed when classes are created:

- Once registration for the following school year is announced, a window of time is established within which continuing families*, employees, and community members can submit pre-enrollment forms and deposits** which serve as registration requests. **Continuing families are defined as families with at least one child who is currently enrolled in the childcare program who will be continuing in the program the following year. **Deposits consist of one-month's tuition and a one-time \$100 registration fee.*
- Available spots are determined based on licensing regulations and the ages of students applying to enroll in the program. Our license permits a maximum number of children per age group. Age groups are defined as Infants (8 weeks - 18 months), Toddlers (18 months-3 years), Preschool 3 (3 years of age + or - 3 months), and Preschool 4 (4 years of age + or - 3 months). Based on the ages of students applying to enroll, we will determine how many classes we will have per age group and how we will break up each age group. Sometimes, we create older and younger classes of a specific age. Other times, we will create groups of mixed ages within a particular age group. Since toddlers are of such a large age range, based on the ages of the applicants, we might choose to do older and younger toddler rooms or choose to create two toddler classes of children of varying ages. The class designation is at the discretion of the Director.
- Once general age groups and classes have been defined, students are placed in classes in the following order:
 - Children of **continuing families** with **full-time** enrollment requests
 - Children of **employees** with **full-time** enrollment requests
 - Children of **community members** with **full-time** requests
 - Children of **continuing families** with **part-time** requests
 - Children of **employees** with **part-time** requests
 - Children of **community members** with **part-time** requests

Note: Part-time requests can only be accommodated after ALL full-time students have been placed. This applies to continuing families, employees, and community members.

- Students are placed on a first come, first served basis. If the amount of registration requests for a particular class exceeds the amount of available spots, there may be a lottery to determine enrollment. Again, students are placed in the order articulated above. So, for example, if there are 8 younger infant spots and 12 continuing families have infants, a lottery will determine to whom the spots are awarded. If there are 8 infant spots, and 4 spots are requested by continuing families but 9 employees apply for the remaining spots, a lottery will determine to whom the spots will be awarded.
- Once enrollment is confirmed by the Director following the close of the registration window, the **deposit and registration** fees become **non-refundable**. All deposits and registration fees that are received after the registration window become non-refundable upon receipt.
- Deposits and registration fees may be returned under certain unforeseen circumstances at the discretion of the Director. Refunds are considered on a case by case basis.