

[illegible]

The school hours are 7:00a.m. to 5:30p.m. Please write in child's anticipated arrival and departure times (e.g. 8:30-3, 8-5, etc...). All children **must arrive by 9:30a.m.** each day. The toddler program is a full time, 5 day program only.

Arrival: \_\_\_\_\_

Departure: \_\_\_\_\_

Please indicate your intended payment method:

\_\_\_\_\_ Pay out of pocket

\_\_\_\_\_ KSU payroll deduction

\_\_\_\_\_ Subsidized by county

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**OPTIONAL:** *The Child Development Center encourages applications from families of diverse backgrounds and experiences. The following information is valuable in ensuring a diverse population of children.*

How do you identify? Mark any that apply.

\_\_\_\_\_ American Indian or Alaskan Native      \_\_\_\_\_ Asian      \_\_\_\_\_ Black or African American

\_\_\_\_\_ Native Hawaiian or other Pacific Islander      \_\_\_\_\_ White      \_\_\_\_\_ Other: \_\_\_\_\_

Do you identify as Hispanic or Latino? Yes \_\_\_\_\_ No \_\_\_\_\_

Language spoken in the home: \_\_\_\_\_

**NOTES:**

- The CDC has a lengthy waiting list. You are expected to update this application as information provided by you changes. Applications will be kept on file for one academic year only. If not enrolled during your desired academic year, re-application is expected. When a space is available, we will make every attempt to contact you using the information you have provided. If we are unable to reach you due to incorrect contact information, your child's name will be removed from the waiting list.
- We are unable to give families a timeline for enrollment as openings don't occur often once the school year starts. Factors in making decisions are based on current university affiliation, age of child, siblings enrolled in the program, and date of application.
- When offered a space at the CDC, families have 5 business days to respond/decide. If after 5 days there is no response, the space will be offered to the next child on the list.
- Enrollment decisions are made in February for the following academic year. Parents will be required to meet with teachers, attend any scheduled classroom parent meetings, visit the classroom with the enrolled child, and submit all enrollment paperwork prior to starting school in August.
- The school follows the university calendar and observes the following holidays/breaks: Labor Day, Fall break (2 days), Parent/teacher conference day (October), Veteran's Day, Thanksgiving (3 days), Winter break (3 weeks), Martin Luther King, Jr birthday, Spring Break (March), Memorial Day, Independence day, Summer break (August - 1 week). We are unable to hold a space for family vacation/sabbatical during other times of the academic year (August-May) and typical payment of fees will be expected.

**PLEASE RETURN COMPLETED APPLICATION TO:** Child Development Center, Attn. Pam Hutchins, Kent State University, PO Box 5190, Kent, OH 44242 or **EMAIL to:** phutchin@kent.edu

**Office use only:**

Date received \_\_\_\_\_ Acknowledgement sent \_\_\_\_\_ Acceptance sent \_\_\_\_\_

Date(s) contacted re: acceptance \_\_\_\_\_

Notes: \_\_\_\_\_