

## **What can I expect in the enrollment process?**

### **Admission to the CDC**

The Child Development Center is designed to provide high quality, full day child-care to the employees of Mentor Graphics Corporation. The Center has been open since 1992 and has served as a family friendly benefit for Mentor employees. In 2009 the Center opened a portion of their enrollment spaces to the community. Currently 70-80% of our enrollment spaces are targeted for Mentor employees with 20-30% Community participation.

Our classrooms are enrolled on a school year basis- September through August. Once you are enrolled in the program, your child's continued participation and enrollment is assumed unless you initiate a change of enrollment request (change in days your child participates) or the withdrawal process.

### **Key steps in the enrollment process:**

- CDC application submitted
- School Tour and Philosophy Overview: conducted by the Director or Education Coordinator
- If requested or needed: observation in classroom of placement,
- Enrollment offered: Positions are offered through payment agreement; Payment agreements indicate start date, request for application fee and deposit (if applicable), and a summary of tuition billing
- Enrollment accepted: CDC receives signed payment agreement and enrollment fee
- Office and classroom enrollment paperwork is sent
- Phone call from the classroom to set up Intake meeting and phase-in process
- Transition to the program/classroom begins

### **How are decisions made about my child's placement?**

Classroom placement for the fall school year is based primarily on the child's chronological age when entering the program. We use the following approximate age guidelines as of September 1, when placing a child in a classroom:

Infant A - 8 weeks to 12 months;  
Toddler A - 12 months to 24 months;  
Infant/Toddler B - 8 weeks to 24 months;  
Transition A – 2 years to 3 years;  
Transition B – 2 years to 4 years;  
Preschool Classrooms – 3 years to 5 years.

In order to provide opportunities for mixed age groups, Infant Toddler B is designed to support the needs of Infants/Toddlers working together. Children enrolled in this

classroom as infants will spend two years together before moving on to a Transition age classroom. Transition B supports children between 2 years and 3.5 to 4 years. As we build our enrollment pattern each spring, the CDC will make enrollment recommendations for each child who has completed a 2 year old year in Transition. Some children will be placed in one of the mixed age Preschool Classrooms. Other children will be placed in mixed age Transition B for a second year in the mixed age classroom, taking advantage of the many benefits of a smaller group size, lower ratio and experience of being an older peer.

Our Preschool classrooms provide mixed aged experiences for children 3, 4, and 5 years of age. Ideally when a child is placed in Preschool, they will spend one year being the younger and one year being the older.

Curriculum experiences in mixed aged classroom are designed to span the developmental needs of the age group

### ***What can I expect if I am seeking enrollment during the school year?***

Our number one priority is to address the need of working parents for high quality programming and we realize needs for care do arise outside of our typical enrollment period. Enrollment during any time frame is possible. Since our program operates on a school calendar year that is defined as September through August we work with the understanding that the majority of our enrollment vacancies are projected for September.

We start our yearly enrollment process in April. Enrollment spots are offered April-August for September placement. A signed payment agreement and an enrollment fee are needed to secure a placement.

In order for the CDC to be responsive to individual family needs, parents are encouraged to fill out an application for admission at any point during the year. The application has a line for parents to indicate their desired enrollment timeline. Providing this information helps us to have on-going conversations with families regarding their specific care situation and to respond quickly when a vacancy is anticipated.

Placement of a child during the school year depends on additional considerations like a child's developmental readiness, prior experience being in a group care situation and the composition of the exiting classroom group. We want to work with a family to address these proactively so we can have a successful start to your child's school experience.

### ***Does the CDC have a waiting list?***

Yes, generally all classrooms run a waiting list. Families are placed on the waiting list by application date after completing an application for admission. There is no fee for the application or waiting list.

In order to serve families with multiple children, priority is given to siblings of current center enrollees. Parents can decline an enrollment spot and stay on the waiting list without penalty up to three times. After the third declined offer, your request will move to the bottom of our waiting list.

### ***What if I need a change to my current enrollment?***

Once your child is enrolled in the CDC it may not be possible to change from full time to part time or to change from one part time option to another. These requests have to be assessed from a program/classroom perspective as well as be responsive to the waiting list. If you would like to make changes to your child's enrollment, please submit a change of enrollment form which can be requested in the office or found on the website.

If we can not address the request immediately, change of enrollment request are honored according to the date received.

### ***Can I enroll without a CDC tour?***

All parents should understand the importance of the choice to enroll their child in any program. Care given outside of the home should be a good match for the needs of your child and family life. In order to consider if the CDC program is a good match for your child's developmental stage or for his/her intellectual and emotional needs we ask each parent to participate in a center tour and philosophy overview before signing a payment agreement and accepting a spot. We strongly encourage families to tour several other programs as an integral step in making an informed decision.

### ***Can I request a specific classroom or teacher for my child as part of the enrollment process?***

Classroom placement decisions are the responsibility of Center staff. When making placement decisions for any child, CDC staff does listen carefully and consider parent request and preferences. Ultimately, the decision has to take into account current and future group dynamics and staffing patterns in order to ensure the smooth running of the CDC.

### ***Can the CDC dismiss a child from the program?***

On occasion, after a child is enrolled in the program, his/her behavior at the CDC may become disruptive or harmful to others or to him/herself. In such situations, we can request parents seek additional professional help for the child to be able to continue successfully in the program. If together we cannot reach a satisfactory solution, we would require the parent to make a care plan for their child outside of the CDC.