

## **Campus Children's Center (CCC)** **Enrollment Policies\***

### Enrollment Eligibility: ASU Status

Eligible families: The children of students, staff, faculty, members of established households (including domestic partners), and University affiliated third parties with documented access to University amenities.

Affiliation with ASU is confirmed on the 1<sup>st</sup> and 21<sup>st</sup> day of each semester by ASU's Family Resources office to verify eligibility for child care at the CCC.

### **Students:**

ASU students who want to enroll their child(ren) full-time are required to be enrolled in a full-time, degree-seeking ASU program.

Students are allowed one (1) semester as a non-degree-seeking student.

Undergraduate students must be registered for a minimum of 12 credits. At least 9 of those credits must be classes offered through ASU.

Graduate students must be registered for a minimum of 6 credits.

Students registered with Disability Resources may be considered full-time with fewer hours, as determined by that office.

### **Faculty and Staff:**

ASU faculty and staff who want to enroll their child (ren) full-time are required to be benefits eligible.

### **Exceptions:**

Students who want to enroll their child (ren) full-time and are working on a dissertation, thesis, post-doc, or participating in a practicum, graduate assistantship, internship or in their last semester prior to graduation. Written documentation must be provided when submitting your request for a full-time schedule. Written approval will be provided by ASU's Family Resources office to verify eligibility for child care at the CCC.

### Enrollment Eligibility: Kindergarten Age Children

CCC does not provide services for children who are eligible for kindergarten AND/OR have completed the Pre-K program.

### Fees to Hold a Space

Parents on the waiting list are required to pay the registration fee and first week's tuition within 24 hours (or by noon on Monday if notified on Friday) of accepting an enrollment space for their child. These fees will be applied toward registration and first week's tuition upon enrollment, but are *non-refundable upon receipt*.

### Notice to Withdraw a Child

Parents are required to give the CCC two weeks written notice of plans to withdraw a child from the center. CCC will charge parents tuition for non-attended days when they withdraw a child and give less than two weeks written notice.

### Previously Enrolled Families

CCC will not hold a space for any non-tuition paying family. Anytime a child is withdrawn from the center, and the family indicates a desire to return, they are put back on the waiting list. As a courtesy to previously enrolled families, they are placed at the top of the waiting list, however, this does not apply to families who withdraw just during the summer months.

When notified of an opening, previously enrolled families must meet the same requirements for holding a space as new families (see above information on Fees to Hold a Space).

\*See Bright Horizons at ASU Handbook for information on other policies.

## CAMPUS CHILDREN'S CENTER: Weekly Child Care Rates

Bright Horizons at ASU  
 910 South Terrace Road  
 Tempe, AZ 85281  
 T: 480-921-2737 F: 480-921-3126

Effective 9/3/2018

|                  | Toddler      | Twos         |                 |                | Preschool/<br>Kindergarten Prep |                 |                |
|------------------|--------------|--------------|-----------------|----------------|---------------------------------|-----------------|----------------|
|                  | 5 Days       | 5 Days       | 3 Days<br>M/W/F | 2 Days<br>T/TH | 5 Days                          | 3 Days<br>M/W/F | 2 Days<br>T/TH |
| <b>Full Time</b> | <b>\$248</b> | <b>\$230</b> | <b>\$161</b>    | <b>\$115</b>   | <b>\$221</b>                    | <b>\$156</b>    | <b>\$109</b>   |

**Fees:**

|                           |   |       |
|---------------------------|---|-------|
| Fall Registration Fees-   | Upon Enrollment and then Annually (per child, nonrefundable)  | \$ 80 |
| Fall Registration Fees-   | Upon Enrollment and then Annually (per family, nonrefundable) | \$135 |
| Spring Registration Fees- | Upon Enrollment and then Annually (per child, nonrefundable)  | \$ 40 |
| Spring Registration Fees- | Upon Enrollment and then Annually (per family, nonrefundable) | \$ 60 |
| Summer Registration Fees- | Upon Enrollment and then Annually (per child, nonrefundable)  | \$ 25 |
| Summer Registration Fees- | Upon Enrollment and then Annually (per family, nonrefundable) | \$ 40 |

**NOTES:**

Tuition is payable in advance of service and is adjusted annually with 30 days` notice. Rates are subject to change.  
 Tuition is paid on Friday for the following week through a secure online web portal (or weekly recurring draft).  
 Tuition is reflective of staff-child ratios in assigned classrooms.  
 If center closes for facility or weather related problems parents are responsible for full tuition.