

## **Enrollment Procedures**

The Campus Children's Center, Inc. provides services for children without regard to race, color, gender, religion, national origin, sexual orientation, or family status.

## **Tours**

Individual tours of the Centers are scheduled as openings occur.

We offer general tours:

CCC, Harriman Campus – 2<sup>nd</sup> Tuesday of the month, 10:00am

U-Kids, Dutch Quad, UAlbany – 2<sup>nd</sup> Wednesday of the month, 10:00am

Ten Eyck Tykes, 40 North Pearl – 2<sup>nd</sup> Thursday of the month, 10:00am

## **Age Requirements**

Children must be at least 8 weeks old to enter any of the Centers. They are eligible for care until Labor Day preceding the start of Kindergarten. A separate program exists for school-age children during summer vacation and various breaks during the school year. [Please call 457-3210 for more information about school age programs.](#)

## **Waiting List**

Parents may put their name on the waiting list for care any time after a pregnancy has been confirmed. The waiting list is maintained in the order names are placed on the list. Each Center maintains a separate wait list. As openings occur, placements are offered in the following order, then by date added to the waiting list:

### **Campus Children's Center & Ten Eyck Tykes**

#### *First priority:*

- NYS and Harriman Campus “affiliated” employees
- NYS employees at other sites
- Contract staff working on the Harriman campus, 40 North Pearl St., and other state facilities
- SUNY faculty, staff and students
- SEFCU, CDPHP and other “Patroon Creek” employees

#### *Second priority:*

- Community

### **U-Kids**

#### *First priority:*

- University students, faculty, and staff

#### *Second priority:*

- All other NYS and Harriman campus affiliates, and contract employees on state facilities, as above

#### *Third priority:*

- University Alumni
- Community

## **Enrollment Requirements**

Prior to enrollment, parents MUST:

- Complete the enrollment packet before attendance begins
- Provide a medical report from the child's physician before attendance begins
- Pay the registration fee and the deposit (deposits may be paid in installments)
- Pay for the first week's tuition no later than the first day of attendance

The child and parent are encouraged to visit the assigned room prior to enrollment to help familiarize themselves with the program, staff and other children.

## **Enrollment Fee**

A \$45 enrollment fee is due at the time a child's placement is accepted for enrollment. This fee is non-refundable. An additional \$5 security card deposit is required at U-Kids and a \$10 security card deposit is required at CCC. There is no security access fee at Ten Eyck Tykes.