

POLICY INFORMATION
TSU DOWNTOWN CHILD CARE CENTER

Room 286
Phone: 963-7286

Please read carefully

General Operation

1. Minimum age is 3 years and maximum is through the sixth grade.
2. The Center is staffed by a full-time Director and Child Care Assistant.
3. The Center is open 4:30 to 8:30 pm (as enrollment dictates), Monday through Thursday.
4. The Center is available to the children of the TSU Downtown Campus students, faculty and staff while attending classes on the Downtown Campus Only.
5. An application form, health form, and information emergency form must be completed before the child can be enrolled in the program.
6. A \$5.00 non-refundable fee is due when the child is registered along with payment and payment plan schedule. Payment is due in advance.
7. The Center may be used only during the class times that you have signed up for. If you want to bring your child early (before class) or have your child stay later (after class) you must get special permission for the Director.

Fees

1. The charge will be \$3.00 for each hour the child is served. A sliding fee scale will be applied for parents having more than one child in the Center.
2. The Fees are for the purchase of a slot for a semester. The total fees for a semester is calculated as follows: rate per week x 15 weeks = total charge. The actual weeks in the semester is 16 weeks but you will be charged for only 15 weeks. **The parent will be billed whether the child attends or not.**
3. Checks should be made payable to Tennessee State University and are collected by the Center staff, or may be mailed to the attentions of Rosalyn McCullough. Receipts will be issued for all payments received.
4. Students will not be allowed to enroll for a semester until child care fees are paid and a hold will be put on transcripts until fees are paid.

Health

1. Any child having a contagious illness will not be allowed to attend the Center during the period of illness. Decisions concerning illness will be left to the discretion of the Director of Child Care Assistant.
2. If a child becomes sick or involved in an accident while at the Center, parents will be contacted in class in order that they may join the child.

Food

1. The center does not provide snacks (pending) or dinner for the children. If you wish for your child to eat while at the Center, the parent will need to provide the child with a "snack" lunch.
2. Staff cannot leave the room to accompany you child to the vending area to buy snacks or have food warmed. Please take care of the before bringing you child to the Center. Also, please bring any eating utensils and/or cups that your child may need, as we do not provide these items.

**TENNESSEE STATE UNIVERSITY
AVON WILLIAMS CHILD CARE CENTER**

Application for Admission

Date _____

Name of Child(s) _____

Child(s) Date of Birth _____

Parent/Guardian

Name _____

Address _____ City/State _____

Zip _____ Home phone _____

Cell phone _____ (must be reachable by TSU phone service)

Work Place _____ Work phone _____

Other Children in the Family:

Name	Birth date	School
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Has your child ever been enrolled in child care before? _____

Does he/she play well with others? _____

Toiletry Habits

Is your child potty train? _____

Does he/she take him/herself to the restroom? _____

Does he/she tell you when they need to go to the toilet or go willingly? _____ Can

he/she manage their clothes without assistance? _____

Speech and Physical Growth

Does your child(s) speak well? _____

Please describe your child(s) evening activities

Does your child(s) need help with homework activities? _____

Please share with me any information that you would like for me to know about your child(s).

I do, hereby, authorize my child(s) in be enrolled in Tennessee State University, Avon Williams Child Care Program.

Signature of Parent(s)/Guardian _____

Date Child is enrolled: _____

Date Child is withdrawal: _____

Reason for withdrawal:
