

WCC CHILDREN'S CENTER

STUDENT CHILDCARE FEES are \$3.00 per hour

A non-refundable Registration Fee of \$10.00 per family is charged each semester

All paperwork must be completed and returned to the Center Office at least 24 hours before you need childcare to begin.

INTRODUCTION

We offer quality childcare and educational programs for preschool aged children while their parents attend classes, study or work at WCC. Childcare is provided **ONLY** while the parent is on campus. Exceptions can be made for an internship, co-op placement, field trip, or clinical placement.

SEMESTER ENROLLMENT

Hours of operation are 7:30 a.m. through 5:30 p.m. Monday through Friday. We can open as early as 6:30 am for students in clinical placements. Enrollment is for the complete semester based on your class sessions.

Childcare is provided during the day Monday-Friday only when classes are in session.

There is **NO** subtraction of cost for days missed due to illness, personal business or the occasional cancellation of class. If your child is absent, time cannot be exchanged for additional time on another day.

In order to facilitate adjustment children must:

1. Stay at least two continuous hour each day they attend
2. Attend a minimum of two days per week

DISCOUNTS

Full time - A 10% discount is given for the Center 30 hours or more hours per week.

Siblings – A 15% discount is given for siblings.

FINANCIAL AID

The Board of Trustees has authorized the establishment of a Children's Center Financial Aid Fund to assist eligible Children's Center clients. For more information contact the **Student Resource Center**. (phone: 973-3528) 2nd floor SCB.

ADDITIONAL IMPORTANT INFORMATION ON REVERSE SIDE

PAYMENT

Center enrollment is a semester commitment. You will receive a lump sum bill and it can be accessed through your MyWCC gateway. Fees can be paid on line or at the Cashier's Office, second floor, SCB.

To drop the program we require a 2 week notice. Fees will be charged for the two weeks following the notice.

Fees must be paid in full before you can register for a new semester.

DROP-OFF/PICK-UP TIME

Parents are charged for drop-off and pick-up time, fifteen minutes before and after scheduled care which equals one ½ hour per day.

STUDY TIME

If space is available, study time **MAY** be added after 2:00pm after the second week of the term.

EXTRA TIME

Parents who need times, other than their regularly scheduled times, may request *Extra-time* from the room teachers who will then determine if space is available. **This time must be for on-campus activities**, such as meetings with counselors, testing, studying, etc. This time will be recorded on the *Extra-time* Sheet (located under the regular sign-in sheet in the classroom). *Extra-time* is charged at the rate of \$4.00 per hour and is billed separately.

LATE PICK-UP

Children who are left beyond their scheduled times without advance approval will be charged at the rate of \$4.00 for each additional 15 minutes or fraction thereof.

NON-DISCRIMINATION

WCC Children's Center abides by the College guidelines for non-discrimination.

ADMISSION AND WITHDRAWAL CRITERIA

All age appropriate and fully mainstreamed children of WCC students are accepted for care provided there are openings available. Parents will receive a preliminary conference when childcare services must be withdrawn due to:

1. Non-compliance with center rules, policies, or procedures.
2. Inability of center to provide quality care as defined by the director in accordance with the ADA for special needs children or families.