

Berea College Child Development Laboratory

CPO 2144, Berea, KY 40404

(859) 985-3620 Phone

(859) 985-3766 Fax

Application for Enrollment

Date _____ **Name of Child:** _____

Date of Birth: _____ **or** Expected Delivery Date: _____ F _____ M _____

My child will be attending the following public school: _____ Grade: _____ Bus # _____

Parent/Guardian

Name: _____

Home Telephone: _____ Work Telephone: _____

Cell Telephone: _____

Mailing Address: _____
Street City State Zip

E-mail address: _____

Affiliation with College (check all that apply): Student _____, Faculty _____, Staff _____, Alumni _____, Community _____

Campus Office Building: _____ CPO _____

Date of College Appointment/Acceptance: _____

Expected date of Graduation (if applicable): _____

Parent/Guardian

Name: _____

Home Telephone: _____ Work Telephone: _____

Cell Telephone: _____

Mailing Address: _____
Street City State Zip

E-mail address: _____

Affiliation with College (check all that apply): Student _____, Faculty _____, Staff _____, Alumni _____, Community _____

Campus Office Building: _____ CPO: _____

Date of College Appointment/Acceptance: _____

Expected date of Graduation (if applicable): _____

I need services to begin on _____ (date) or as soon after that date as possible.

Please Note: This date does not guarantee that your child may begin service at this time. Your name will be placed on the waiting list, and you will be contacted when a space becomes available.

Parent Signature

Date

CDL INFORMATION - PLEASE KEEP THIS PAGE FOR YOUR CONVENIENCE

Hours of Service:

The Berea College Child Development Laboratory is open 7:30 am – 5:30 pm Monday through Friday. **Note:** There is a late charge for children picked up after 5:30 pm.

Fees:

Age of Child	Rates last increased: March 1, 2007
Children under 36 months	Full-day: \$24/day
Children age 3 through 5	After Preschool/kindergarten \$15/day Full-day: \$21/day
Children age 6 and up	After-school (K, 1 st , 2 nd , or 3 rd) \$13/day Full-Time \$20/day

Fees begin the date your child is enrolled. Fees are calculated weekly or monthly, depending on your member status. If you are a faculty, staff or student member of Berea College, your fees are calculated monthly and will be charged to your Berea account. Community members are billed weekly in advance of the following week's service and fees must be paid in advance of service. **Fees are charged for every day of the week and/or month that the center is open, even if your child is absent.** Per calendar year, all families are permitted 10 vacation days to cover breaks in service. Families will not be charged for vacation days or days that the center is closed. **A two-week notice is required to discontinue service.**

We will be happy to work with any payment assistance program for which you may be eligible. The responsibility for applying for any such aid and maintaining that aid lies with the parent. (For your convenience, the number for Madison County Child Care Assistance is 859-623-9811.)

Staff and faculty are required to use payroll deductions to cover their children's fees for child care.

Acceptance:

Please complete the application in full. Please note any area with "N/A" if the information does not apply to you. **Your child will not be placed on the waiting list until we receive this completed application.** Please bring your application to the CDL front desk or mail your application to:

Berea College Child Development Laboratory
Attn: Enrollment - Melissa Rediford
CPO 2144
Berea, KY. 40404

Please note: Your application does not guarantee your child a space at the Child Development Lab. However, it does guarantee that your child will be placed on the waiting list. You will be contacted when space becomes available. Parents/Guardians may refuse one opportunity to enroll their child in the program. On the second refusal, the applicant will be removed from the waiting list and the parents will need to reapply.

If you have any questions about the Child Development Laboratory, your application, fees, etc., please feel free to email [Melissa Rediford](mailto:Melissa.Rediford@berea.edu) (Administrative Assistant) at Melissa.Rediford@berea.edu or call (859)985-3620.

Revised 3/22/2011