



The University of Texas
Health Science Center at Houston

Child Development Center

ENROLLMENT AND MONETARY POLICIES

ENROLLMENT

The enrollment form is submitted along with the application fee. When a child begins their attendance at the Center, parents must complete all forms, including all medical forms signed by a physician, and pay all fees.

If a class is full or parents wish to delay enrollment, children will be placed on the waiting list upon receipt of the application fee and enrollment form. The waiting list is maintained by priority order and application date.

Priority operates in the following order:

- (1) Siblings of currently enrolled children**
- (2) University of Texas Health Science Center - Houston's students**
- (3) University of Texas Health Science Center - Houston's faculty and staff**
- (4) Texas Medical Center students, faculty and staff**

When a space becomes available in a room, the first parent on the waiting list is notified. If he or she is not interested in accepting the space, the next person is contacted, and so forth, until that space is filled. Parents have 24 hours to decide if they wish to take the space.

Classroom openings occur upon promotion of children to the next class or when a family leaves the Center. The UT Health Science Center-Houston's Child Development Center does not have control over when spaces become available. Spaces cannot be held open for periods longer than one week nor can availability or timing of openings be guaranteed.

MONETARY POLICIES

A \$80.00 per child non-refundable application fee is due at the time an application is submitted. The non-refundable application fee for the Kindergarten program is \$100.00.

Monthly tuition is \$775.00 for the children whose parents are UT Health Science Center - Houston's students, staff or faculty members.

Monthly tuition is \$800.00 for the children whose parents are not UT Health Science Center - Houston's students, staff or faculty members.

Parents are charged for on-site field trips that the children participate in as part of planned learning experiences at the Child Development Center.

Additional fees are charged for enrichment lessons or activities (such as creative dance, tumbling, swimming, etc.) that are arranged by the Child Development Center for parents' convenience. These activities are optional.

Parents are required to give a written notification on the standard UT Health Science Center – Houston's Child Development Center withdrawal form. A minimum of two weeks' notice must be given in advance prior to the date the child will be withdrawn. The tuition will be prorated accordingly. The prorated daily rate is \$50.00 for all classes. If you need to withdraw in the first month of enrollment and tuition has already been paid, you must notify the Center in writing on the standard withdrawal form, giving the Center a 2 (two) week notice. This must be done before the 15th of that month to receive a prorated tuition refund. There will be no refunds unless the above procedures are properly followed.

Tuition is due on the 1st of each month and payable through the 16th. A late fee of \$5.00 per day will be charged for each day after that. A \$25.00 fee is charged by accounting for returned checks. A late fee of \$25.00 per child per 10-minute period (or portion thereof) will be charged to any parent picking up their child anytime, for any reason, after 6:00 P.M. We would greatly appreciate your adhering to our scheduled closing time. We value your cooperation in complying with the above policies. If you have any questions, please contact the UT Health Science Center – Houston's Child Development Center at (713) 500-8454.