



**The University of Texas**  
Health Science Center at Houston

**Child Development Center**

## **CHILDCARE ENROLLMENT AND MONETARY POLICIES**

To facilitate entry into our childcare program an application for enrollment is submitted along with a \$100.00 application fee per child. The application fee is non-refundable, non-transferable and is due at the time an application is submitted.

Before a child can begin attendance, parents must complete all forms (including the medical form signed by a physician) and pay all fees which are non-refundable and non-transferable. If a class is full or parents wish to delay enrollment, children can be placed on the waiting list upon receipt of the non-refundable and non-transferable application fee. The waiting list is kept according to the order of the application date and affiliation. 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, then the following person is notified, until that space is filled. Parents are given 24 hours to decide whether or not they wish to take the space. Because classroom openings occur upon promotion of children to the next class or when a family leaves the UTHCDC, the UTHCDC does not have control over when spaces become available. Spaces cannot be held open for periods longer than one week unless tuition is paid to hold the space nor can availability or timing of openings be guaranteed. Priority is given in the following order:

- (1) Siblings of currently enrolled children
- (2) UTHealth students
- (3) UTHealth faculty and staff
- (4) Texas Medical Center students, faculty and staff

Monthly tuition is \$900.00 for the children whose parents are UTHealth students, staff, or faculty members.

Monthly tuition is \$925.00 for children whose parents are not UTHealth students, staff, or faculty members.

Once accepted into the program, the children are invited to participate in two scheduled visits set by the head teacher prior to the child's first day of attendance.

All paperwork, including the enrollment packet, must be submitted before the first day of attendance.

Parents are charged for onsite field trips that the children partake in as part of the planned learning experiences that are part of the UTHCDC.

Fees are charged for enrichment lessons or activities and paid directly to the enrichment program (such as soccer, dance, tumbling, swimming, etc.) that are arranged by the UTHCDC for parents' convenience. These activities are optional.

Tuition is due on the first working day of each month and payable through the sixteenth working day. A late fee of \$5.00 per day will be charged for each day after that. In the event the child's tuition and/or fees are in arrears, the child's records and tax receipt will be withheld and the child may be subject to dismissal. UTHealth charges a \$25.00 fee for returned checks. Additionally the child will not be allowed to participate in extracurricular activities or field trips until the tuition and/or fees in arrears are paid. In the event tuition and/or fees remain in arrears or unpaid upon the published due date, the UTHealth may exercise any legal or equitable rights to collect unpaid tuition and/or fees.

A late fee of \$25.00 per child per 10 minutes period (or portion thereof) will be charged to a parent picking up their child after 6:00 p.m. and/or who has not exited the building by 6:00 p.m. We would greatly appreciate your adhering to our scheduled closing time.

If you are withdrawing your child from UTHCDC, you are required to provide written notification on the standard UTHCDC withdrawal form, a minimum of two weeks in advance of the withdrawal date. Your tuition will be pro-rated accordingly. The daily tuition rate is \$60.00 for all classrooms.

The UTHCDC will not give tuition credit/refund for absences due to illness, vacation or any other reason.

## **KINDERGARTEN ENROLLMENT AND MONETARY POLICIES**

A full day Kindergarten program (8:30 a.m. - 3:30 p.m.) is available for children who turn five years of age on or before September 1 of the current year. The Kindergarten program offers a structured curriculum that focuses on the social and emotional readiness of each child and the development of academic skills. Direct instruction is provided in a small group setting. The curriculum in part emphasizes phonemic awareness, whole language, a hands on math program, "Math Their Way" and interactive Social Science and Science lessons. To facilitate entry into our Kindergarten program an application for enrollment is submitted along with a \$125.00 application fee per child. The application fee is non-refundable, non-transferable and is due at the time an application is submitted.

Parents will be required to sign a Kindergarten Contract and submit a tuition deposit of \$900.00 for UTHHealth students, staff or faculty members or \$925.00 for non UTHHealth students, staff or faculty members. A Kindergarten supply fee of \$100.00 will also be required. The deposit will be applied to the May tuition owed for the current Kindergarten academic year.

A space will be reserved for your child for the Kindergarten academic year beginning in August. Once your child is registered and guaranteed a space, if your child is withdrawn, or dismissed for any reason, with the exception of a documented change of residency of more than 100 miles from UTHCDC, you forfeit the nonrefundable, non-transferable application fee of \$125.00, the tuition deposit of \$900.00/\$925.00, the Kindergarten supply fee of \$100.00 and remain obligated to pay for any outstanding tuition and/or fees owed to UTHHealth.

In the event you have a documented change of residency of more than 100 miles from UTHCDC, you may be released from your Kindergarten Contract.

If you are withdrawing your child from UTHCDC, you are required to provide written notification on the standard UTHCDC withdrawal form, a minimum of two weeks in advance of the withdrawal date. Your tuition will be pro-rated accordingly. The daily rate is \$60 for Kindergarten.

Payments are due on the first day of each month and a \$5.00 per day late charge will apply to all payments received after the sixteenth of the month. In the event the student's tuition and/or fees are in arrears, the student's records and tax receipt will be withheld and the student may be subject to dismissal. UTHHealth charges a \$25.00 fee for returned checks. Additionally the student will not be allowed to participate in extracurricular activities or field trips until the tuition and/or fees in arrears are paid. UTHHealth may exercise any legal or equitable rights to collect unpaid tuition and/or fees.

All paperwork, including the enrollment packet, must be submitted before the first day of attendance.

Parents are charged for onsite and offsite field trips that the children partake in as part of the planned learning experiences that are part of the UTHCDC.

Fees are charged for enrichment lessons or activities and paid directly to the enrichment program (such as soccer, dance, tumbling, swimming, and etc.) that are arranged by the UTHCDC for parents' convenience. These activities are optional.

The Kindergarten daily schedule will begin at 8:30 a.m. and last until 3:30 p.m. For the convenience of working parents, care will be provided before and after the core Kindergarten day as well as all Kindergarten holidays. The UTHCDC will close for all UTHealth holidays and skeleton crew days.

A late fee of \$25.00 per child per 10 minutes period (or portion thereof) will be charged to a parent picking up their child after 6:00 p.m. and/or who has not exited the building by 6:00 p.m. We would greatly appreciate your adhering to our scheduled closing time.

The UTHCDC will not give tuition credit/refund for absences due to illness, vacation or any other reason.