

# Little Huskies Enrollment

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## Philosophy

The Little Huskies Child Development Center exists to encourage and support each child to grow and develop in a caring and nurturing environment. The Center is an asset to the University and supports the first goal of the University's Strategic Plan to attract and support world-class faculty, staff, and students. The Center is one of the many people-focused work/life initiatives intended to provide an outstanding work and educational environment for Michigan Tech faculty, staff, and students.

The Little Huskies Child Development Center gives priority to children whose parents or legal guardians are students or employees of Michigan Tech, at a discounted rate. Enrollment will be reviewed as new openings are available and community children may be admitted at the regular tuition rate if all Michigan Tech affiliated children have been enrolled. See the [Fees](#) section and [Priority of Enrollment](#) section.

## Registration Instructions

If you are considering enrolling your child(ren) at the Michigan Tech Little Huskies Child Development Center, complete the Enrollment Application (can be completed online) and return it along with an application fee of \$50 for student parents and \$100 for faculty and staff parents or community parents for each child you wish to put on the enrollment waitlist. The application fee is non-refundable and allows your child(ren) to be placed on the Little Huskies Child Development Center's waitlist. This fee does not guarantee placement in the Center. Payments can be made by check or money order, made out to Gretchen's House Childcare Centers. The application form (can be completed online) must be completed individually for each child to be placed on the waitlist and delivered to the Little Huskies Child Development Center in person, by mail, or by fax.

Mailing address: Little Huskies Child Development Center, 500 MacInnes Drive, Houghton, MI 49931  
Fax: 906-487-3545

Once both the application form and fee have been received by Little Huskies your child(ren) will be placed on the waitlist for the Center. The Center's director will contact you to verify your child(ren)'s placement on the waitlist. Please contact the director if you do not receive confirmation within 5 Center business days. You may cancel your waitlist reservation at any time by giving written notice to the Center's director.

- Children already enrolled in Little Huskies are not required to re-enroll.
- Parents whose children will be on an extended absence or decreased schedule from the center (e.g. summer vacations, etc.) must pay their regular monthly rate to save their place as a continuing enrollment. If a family chooses not to reserve their child's spot this way, that family must complete a new application and submit the application fee to be placed on the waitlist for a future opening. See the [Extended Absences](#) section.

## Priority of Enrollment

At each level, higher priority is given to children that are to be enrolled full-time.

### Priority Guidelines

1. Children already enrolled in the Center and who are developmentally ready to transition to the next age group will be moved into vacancies as they become available before new students are enrolled.
2. Siblings of children already enrolled at the Center are given the highest priority for new enrollments. This allows families to be together in the same center.
3. Children who were formerly enrolled and have reapplied after an extended absence are given priority after siblings. See the [Extended Absences](#) section.
4. Children of Michigan Tech faculty, staff, or students on the waiting list for a full-time slot have the next priority, based on the date the application and fee were received.
5. Children of Michigan Tech faculty, staff, or students on the waiting list for a part-time slot are placed at the following level of priority based on the date the application and fee were received.
6. Community children whose parents/guardians are not employed by or students at Michigan Tech will be placed if there are still enrollments available.

## Acceptance Process

Initial acceptances are made based on information on the application, which will be confirmed by the Center's director. When your child's application is selected for enrollment from the waitlist, the Center's director will notify you of your eligibility to enroll and provide you with an enrollment packet. Once you are notified of a vacancy by either email or phone, you must respond with your intent to enroll within 2 Center business days if you would like to accept the enrollment. Failure to respond within the time period will be treated as a declination to the offer, you will no longer be on the waitlist and your deposit will be forfeited. It is your responsibility to keep the Center informed of your current email address or phone number and any vacation, sabbatical, sick leave or any other time that you are scheduled away from your phone and/or email address. As a final step you must make an appointment with the Center's director to complete the enrollment process.

## Hours of Operation

### Full Time

7:30 am -5:30 pm

### Half Time

7:30 am – 12:30 pm or 12:30 pm – 5:30 pm

## Fees

### Application Fee

A non-refundable application fee of \$50 for student parents or \$100 for faculty/staff/community parents is required when the application is submitted in order to be placed on the waitlist.

*\*The Michigan Tech Childcare Advisory Board reserves the right to revise any item(s) in this document.*

## **Tuition Fee**

Once your child is enrolled you will be required to pay the monthly tuition fee in order to maintain your enrollment. Parents or legal guardians that are no longer employed at Michigan Tech, or who are no longer a student at the University can keep their child enrolled in the Center for three (3) months at the Michigan Tech discounted rate, but will be assessed the regular tuition rate after those three (3) months. The pro-rated rate will apply during the first month of enrollment based on the start date. This rate is also used for approved extra time. The fee rates are available online at <http://www.mtu.edu/little-huskies/enroll/information/fees/>.

## **Contract Periods and Minimum Usage**

Contract periods are oriented around the Michigan Tech fiscal year – July 1 through June 30. In order to provide the best care for all children schedules cannot vary from week to week. If a schedule change is needed, a 30 day written notice is required and we will make accommodations if available. See the [Changes or Termination](#) section.

All children enrolled in the Center are expected to attend continuously through the year. If a child is withdrawn from the Center for any reason, placement back into the Center cannot be guaranteed unless full payment is maintained throughout the leave. See the [Extended Absences](#) section.

## **Extended Absences**

### **Absence Less Than One (1) Month**

Payment of the monthly rate is due to save the spot.

### **Absence At Least One (1) Month But Less Than Three (3) Months**

Enrollment can be held by paying the full monthly rate each month during the absence. Otherwise that child will be placed at the top of the waitlist when the \$50/\$100 application fee is paid and will have priority second only to children with siblings already enrolled. See the [Priority of Enrollment](#) section. If the absence from the Center is University business (sabbatical, University sponsored travel) the application fee is waived. Placement at the top of the waitlist does not guarantee a spot. Vacancies will be filled.

### **Absence For One (1) Semester Only or Summer Break**

Enrollment can be held by paying the full monthly rate each month during the absence. Otherwise when the \$50/\$100 application fee is paid that child will be placed at the top of the waitlist for one semester and will have priority second only to children with siblings already enrolled. See the [Priority of Enrollment](#) section. If the absence from the Center is University business (sabbatical, University sponsored travel) the application fee is waived. Placement at the top of the waitlist does not guarantee a spot. Vacancies will be filled.

### **Absence Longer Than One (1) Semester**

Enrollment can be held by paying the full monthly rate each month during the absence. Otherwise no spot will be held. The family must complete a new application and pay the fee for the child to be placed on the waitlist with no special priority. See the [Priority of Enrollment](#) section. If the absence from the Center is University business (sabbatical, University sponsored travel) the application fee is waived.

## **Changes or Termination**

Changes in enrollment or termination of enrollment require a 30 day written notice to the Center's director. Parents or legal guardians are responsible for all contracted tuition fees within the 30 day period. Schedule changes are based on availability. The Center will accommodate a schedule change that is in the best interest of the Center. If the change leaves an open spot, a 30 day written notice is required.

Parents or legal guardians who are no longer employed at Michigan Tech or no longer students of the University will be able to keep their child enrolled in the Center for three (3) months at the Michigan Tech discounted rate but after the three (3) months will be assessed the regular tuition rate. See the [Fees](#) section.

## **Extra Time Requests**

Parents enrolling their child for part-time attendance may occasionally find the need for extra care. Requests for additional times or days of care should be submitted to the Center's director. Such requests are approved based on availability and are at the discretion of the Center's director. The fee for the extra time is based on the pro-rated daily fees and is in addition to the regular monthly tuition amount. See the [Fees](#) section.

## **Late Pick-up**

Parents must notify the Center if they are going to be late to pick up their child (or significantly early). The first occurrence of late pick-up will be excused.

For children picked up past the program ending time (12:30 pm for morning schedule or 5:30 pm for full-day or afternoon schedule), parents will be assessed an additional \$1 fee per child for every minute they are late. If the child or children are not picked up within 30 minutes, the director can request the help of Michigan Tech Public Safety & Police Services to find the whereabouts of the parents. Parents who are late picking up their child(ren) three times in one year may lose their spot(s) in the Center.