Application Process for Enrollment

Thank you for your interest in the East Tennessee State University Child Study Center. Our program is available on a first-come, first-served basis to children between the ages of 3 months and 5 years; however, priority is given to siblings and applicants affiliated with ETSU. To be placed on the waiting list, the attached application and a $25 non-refundable fee is required.

The Child Study Center (CSC) currently offers 3 program options:

- **Infant Program**, serves children ages 3 months to approximately 15 months. Tuition for this age group is $865.00 per month ($200.00 per week). The yearly supply fee is included in this monthly amount. ETSU-affiliated families receive a $25 per month discount.

- The **Toddler Program** serves children from approximately 15 months to 36 months. Tuition for this age group is $835 per month ($193.00 per week). The yearly supply fee is included in this monthly amount. ETSU-affiliated families receive a $25 per month discount.

- The **Early Learning Program** serves children approximately ages 3 years to 5 years. Tuition for this age group is $805.00 per month ($186.00 per week). The yearly supply fee is included in this monthly amount. ETSU-affiliated families receive a $25 per month discount.

The full-year/full-day program operates from 7:30 a.m. to 5:30 p.m., Monday through Friday, with the exception of major holidays and professional development days for our teachers. Tuition includes a morning snack, afternoon snack and lunch (catered by Sodexo food services on campus). Full-day, part-time enrollment (2-days or 3-days per week) is available on a limited basis. If you are interested, please indicate that on your application.

Applicants to the Programs will be notified of their acceptance when an opening becomes available. If contacted about an opening, you will have 48 hours to respond to the offer. After that time period, the opening will be given to the next applicant. Upon accepting the opening for your child, there will be a $200.00 non-refundable tuition deposit assessed to secure the space. This fee will be applied to your first month’s tuition. Starting dates for new children are determined by the Center.

If an offered opening is declined and you wish to remain on the waiting list, a new completed application will be required with a $15 non-refundable re-application fee.

**On the first Thursday of each month at 9 a.m., a Prospective Family Orientation is offered to those who are interested. To sign up for this opportunity, call the CSC office at 423.439.4888.**
APPLICATION FOR ENROLLMENT

Applicant and Parent Information

Child’s name __________________________ __________________________ __________________________
   last       first       middle

Date of birth _______ If not born yet, please indicate due date ___________

Parent/Guardian _____________________________ E#, if applicable ____________

Home address ___________________________________________________________
   city, state __________________________ zip code __________________________

Home phone (___) __________ Work phone (___) _______________ Cell (___) __________

ETSU Affiliation ______ current faculty/staff ______ current student * ______ no ETSU affiliation

* Student’s class schedule must accompany application and be updated each semester upon enrollment.

 ______ Parent/legal guardian is currently on active duty in the U.S. Armed Forces.

E-mail Address ____________________________________________________________

Please select the program option(s) that meet your child care needs. You must choose a program before we can process your application.

Infant Program

_____ serves children ages 3 months to 15 months. The full-year/full-day program will operate from 7:30 a.m. to 5:30 p.m.,
   Monday through Friday at the rate of $865.00 ($840 for ETSU-affiliated families) per month.

Toddler Program

_____ serves children from approximately 15 months to 36 months. The full-year/full-day program will operate from 7:30 a.m.
   to 5:30 p.m., Monday through Friday at the rate of $835.00 ($810 for ETSU-affiliated families) per month.

Early Learning Program

_____ serves children approximately ages 3 years to 5 years. The full-year/full-day program will operate from 7:30 a.m. to
   5:30 p.m., Monday through Friday at the rate of $805.00 ($780 for ETSU-affiliated families) per month.

I have read and understand the policies outlined in this application.

________________________________________________________
Applicant’s Signature/Date

Revised 05/31/16