Application Process for Child Enrollment

Little Buccaneers Early Childhood Laboratory Program
A Reggio Inspired, Inquiry-Based Early Learning Center

Thank you for your interest in the East Tennessee State University Little Buccaneers Laboratory Program (tax ID # 62-6021046).

- We are located on ETSU’s main campus in the Clemmer College of Education on the 1st & 2nd floors of Warf-Pickel Hall.
- Child care is available to ETSU students on a first-come, first-serve basis to children between the ages of 3 months and 5 years.

The Center follows the University’s academic calendar for fall and spring semesters. Child care is not available during the summer months.

- Little Bucs operates from 7:45 a.m. to 4:00 p.m., Monday through Thursday, 7:45 a.m. to 1:45 p.m., Friday, except when classes are not in session (Spring Break, Fall Break, holidays, etc.).
- To ensure a smooth transition for your child into the program, we require a minimum enrollment of 2 days/5 hours each day beginning at 9am and recommend a visiting the program with your child prior to the first day you need to be in class.

Tuition Fees: Tuition will be calculated at the beginning of each semester and may be paid on an installment plan; we recommend 4 equal payments distributed throughout each semester.

- The Infant Toddler Program serves children approximately 3 months to 24 months.
  - $7 per hour tuition rate
- The Early Learning Program serves children approximately 3 to 5 years.
  - $6 per hour tuition rate
- Supply fees are assessed each semester:
  - $20 for infants and $30 for toddlers and preschool.

Applicants to Little Bucs must submit their academic class schedules along with their need for child care services. You will be notified as space becomes available at the beginning of each semester. When contacted for an opening, you have 48 hours to respond. After that time period, the opening will be given to the next suitable applicant. When you have confirmed your schedule, you will need to pick up a parent packet. This packet will need to be completed and returned at least 3 days before the semester begins.

Again, thank you for your interest in our program. We look forward to working with you to meet your child care needs.
A one-time, non-refundable application fee of $5.00 must accompany this application.
In the event that your child is not admitted at this time, do you want him/her to be considered for future admission?

Yes _____ No_____

Application for Child Enrollment

Child’s Information

child’s name: ___________________________________________  ___________________________________________

last first middle

date of birth or due date: ___________________________ gender:  ☐ male ☐ female

Parents’ Information

Mother/Guardian ___________________________________________  E number ___________________________

home address ___________________________________________

city, state zip code e-mail address

home phone cell work

employer ___________________________________________ ETSU faculty/staff  ☐yes ☐no

Father/ Guardian ___________________________________________  E number ___________________________

home address ___________________________________________

city, state zip code e-mail address

home phone cell work

employer ___________________________________________ ETSU faculty/staff  ☐yes ☐no

Child Care Needs: Day/Time  ☐ M ______  ☐ T ______  ☐ W _______  ☐ R _______  ☐ F _______

☐ My student class schedule is attached.

☐ I give the Office of Financial Aid & Registrar at ETSU permission to release records to Little Bucs.

__________ important information we should know about your child:

________________________________________________________________________

I have read and understand the policies outlined in this application & have attached a class schedule.