

Dear Parent:

The philosophy of the DSU Child Development Center is to provide an environment where a child feels safe, nurtured and comfortable. We feel a child will then be able to actively explore with appropriate developmental activities and materials. Our curriculum is theme centered with language, art, math, and science activities. Books, finger plays, music and dramatic play are also integrated around the theme. Our center offers choices for children, so they feel free to interact with materials and equipment. We have large outdoor play areas. Weather permitting, we take the children outside for an hour in the morning and an hour in the afternoon.

The Child Development Center is located in two buildings on campus. The infant, toddler and two year old rooms are located on the first floor of Ewing Hall. The three and four year old rooms are located on the west side of Bailey Hall, where the Housing offices are located. The center serves children of Delta State students, faculty & staff, and children of people in the Cleveland community.

The DSU Child Development Center is a year round program. The Center does close for some university holidays (ex. Thanksgiving, Christmas, Easter, etc.). A calendar is given at the beginning of each new year with center closing dates.

We have a head teacher for each class who has a degree in Child Development. Each class also has an assistant. In addition to these full time teachers, there are lab students who are in the rooms helping the teachers. We serve breakfast, lunch, and afternoon snack. The Center opens at 7:40 and closes at 5:00. If you have a job that causes you to be later than 5:00 picking up your child, we ask that you bring a note stating this.

The tuition is divided into monthly payments. These payments are due the first of each month. These payments are made to the Student Business Services office in the Kent Wyatt Hall. The tuition for full time students (**you must be registered or pre-registered for 12 hours or more**) of Delta State University is \$441.76 per month (\$101.95 a week). The tuition for an employee of the University is \$464.72 per month (\$107.24 a week). The tuition for a member of the community is \$510.70 per month (\$117.85 a week).

Effective 7/01/2009, there will be a \$15.00 fee to submit an application and have your child's name placed on the waiting list. There is also a one time, non-refundable, deposit of \$75 to hold your spot. This is payable once you are notified that there is an opening for your child. If you have any further questions, please feel free to contact me at 662-846-4320.

Sincerely,

Leigh Anne Gant, Director  
Child Development Center

### **Application Process**

Applications for enrollment of children, ages six weeks to five years are submitted to the Director of the Child Development Center. When applications are received, a designation of student, faculty/staff, or community status is noted on the application. To be considered a student, a parent must be enrolled at DSU for a minimum of 12 semester hours of undergraduate courses or 9 hours of graduate courses. To be considered DSU faculty or staff, a parent must be employed at DSU on a full-time basis. As long as a child is continuously enrolled, he/she may remain in the center even though the parents may no longer be considered students, faculty, or staff.

Applications will be kept on file for one year. After the one-year time limit, a new application must be filed with the program director. It is the responsibility of the applicant to follow this policy, and to provide the center with accurate information. An incomplete application or one with incorrect information nullifies the application for enrollment purposes.

Upon receipt, applications are categorized by the five room designations. Within each age category, applications are prioritized by the date of receipt.

### **Priority Policy**

Priority for enrollment is given in the following order (1) Siblings of current Center children and (2) the date the application is received. In the infant and toddler rooms, consideration is also given to the age of the child. Since the center serves as a lab for DSU students, we want to provide the opportunity for students to observe and interact with children at various stages of development. Thus, a goal is to balance classroom composition to provide DSU students with real experiences with children of all developmental levels, and various cultural, economic, and experiential backgrounds.

### **Infants/Toddlers**

When openings occur in the Toddler Room, children who are the appropriate age in the Infant Room will be moved before new applications are reviewed. Usually the younger infants from the previous fall return to the Toddler Room. Our goal is to provide a developmentally appropriate environment for each child to be challenged, not frustrated; to be successful in his attempts to learn about his world, and to feel safe and secure with the adults and children who interact with him in his environment. The best interests of the child are always considered when making selections for enrollment in the center.

### **All Children**

All children are accepted into the program according to their priority designation with applications filed by the date received in each age group category. In the event that two or more applications are equal in other aspects, the date of application will be the deciding factor. If an applicant declines a position, the date of the application will be changed to the date they declined the position and they will be moved to the back of the list. Applicants in the infant room will be unable to hold a spot for longer than four months without their child being in the center.

Within each age group, applications are filed by the date of receipt. Thus, for example, when a child is due in September and their spot is not needed until the end of October, an applicant will have the option to pay for their child's spot for up to four months, without their child being in the center. Another example is when a child is needed in the 10 to 15 month old group, an applicant will be chosen from the applicable category by the date we received the application.

### **Promotions**

Promotion from one classroom to another is usually made as a part of the fall enrollment process, although, occasionally, an opportunity arises at the end of the fall semester. When openings occur during a semester, and there is a child in the center who we feel is developmentally ready to move to the next classroom, we will discuss the possibility of promoting the child with the child's parents. This will be done before going to applications to fill the vacancy. Age is not always the determining factor.



**This application will be kept on file for one academic year from the date of application. After that time, a new application must be made.**

Your signature on this application indicates that you have read and understand the enrollment policy attached. Please note the nondiscrimination policy listed below. Our center, as a part of Delta State University, follows this policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of parent or guardian)

Relationship to child: \_\_\_\_\_

**RETURN TO:** Hamilton-White child Development Center  
Delta State University  
P.O. Box 3273  
Cleveland, MS 38733  
Fax: 846-4314

**NOTE:** It would be to your advantage to update your child's application concerning any address or phone number. This is your responsibility and should be done through my office or the office of the Division of Family & Consumer Sciences.

**NONDISCRIMINATION:**

Delta State University is committed to a policy of equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, sex, physical or mental handicap, status as to disabled veteran or Vietnam era veteran, or age as specified by applicable law and regulations. This policy extends to all programs and activities supported by the University.

For additional information about our programs, you may call 846-4320 or 846-4315. Please visit our website at [www.deltastate.edu/pages/3534.asp](http://www.deltastate.edu/pages/3534.asp)

Leigh Anne Gant  
Director of Preschool Programs