Application and Admission Information

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 dependent children of current Center teachers and staff
(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.

Promotion

Promotion to another is usually made 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.

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.