



Welcome to the United States Coast Guard Academy Child Development Center

The USCGA Child Development Center is an accredited program with the National Association for the Education of Young Children. The program provides quality childcare and early education experiences for young children. Programs at the CDC are designed to provide a positive, loving atmosphere and experiences that promote the growth of the whole child, physically, socially, emotionally, and intellectually. We offer a full-time program for children ages six weeks through five years. Full-time children have first priority for enrollment. Part-time care and/or drop-in care may be provided on a case-by case basis determined by the Director. These decisions will be based on available space or opportunities at the time of the request.

Procedures

1. A \$25, non-refundable waiting list/registration fee is required. A schedule of other Center fees, including a guideline to determining total household income, has been included in this packet for you to keep.
2. You may take advantage of one "pass over" while on our waiting list. The second refusal of a spot will place you back at the bottom of the waiting list.
3. Space availability is very difficult to predict. The Center will contact each family every 90 days to confirm their interest. You will be notified as soon as possible once an opening becomes available. Typically you will have a two week notice of the opening.
4. Families are encouraged to designate a requested start date, but no guarantee can be made that a spot will become available on or before that date.
5. Once you place your name on our waiting list, it is best to make additional arrangements as a back-up care plan in the event we are unable to accommodate your requested start date. Back-up plans are always a good idea, even after your child is enrolled, as there will be times that your child may not be able to attend the Center (i.e. illness, emergency closures, scheduled staff professional development days, etc).
6. Once a family is offered placement at the Center, a security deposit of one week tuition is required to reserve the space. All paperwork must be complete and submitted before a child may attend. It is also helpful for the child to visit the classroom at least once before his/her first day. This makes the parents, the child, and the staff more comfortable with the new situation and relationships. Arrangements should be set up with front desk for this visit.

ELIGIBILITY

The following priorities will be used to determine CDC enrollment eligibility:

- A. CG active duty personnel, CG civilian employees (either appropriated or non-appropriated funds), and Public Health Services (PHS) Officers who are on active duty orders to the CG;

1. Single parents whether active duty, civilian or PHS Officers on active duty orders to the CG.
 2. Dual active duty and or married civilian employees (working outside the home) or PHS Officers on active orders to the CG.
 3. Active duty, civilian, and PHS Officers on active duty orders to the CG with a spouse actively seeking employment.
 4. Active duty, civilian, or PHS Officers on active duty orders to the CG with a spouse attending full time school (enrolled a minimum of 6 credit hours for spring and fall semesters and/or 6 credit hours of summer).
- B. Active duty members and civilian employees of the Armed Forces (Army, Marines, Navy, Air Force);
1. Single parents whether active duty, civilian or PHS Officers on active duty.
 2. Dual active duty and or married civilian employees (working outside the home) or PHS Officers on active orders.
 3. Active duty, civilian, and PHS Officers on active duty orders with a spouse actively seeking employment.
 4. Active duty, civilian, or PHS Officers on active duty orders with a spouse attending full time school (enrolled a minimum of 6 credit hours for spring and fall semesters and/or 6 credit hours of summer).
- C. Federal Employees
- D. Contractors, Connecticut College and community members

With priorities C and D, applications will be accepted based upon priority and the date of application. Priority D applications may be offered services so long as their children do not exceed 50% of available space and eligible federal recipients have priority over them.

Instructions

1. Complete both attached forms answering all questions completely.
2. Email, mail, or submit to the Center (contact information is provided below).
3. Include payment with the submission of the application form; waiting list applications are activated on the list on the day payment is received, not the day the application is received.
4. Unborn children can be placed on a Projected Care list. We will accept a payment upon the birth of the child. The applications will then be moved to the Immediate Care list.
5. The \$25 application fee is non-refundable; even if you are not offered a spot in the Center before you withdraw from it, the fee is kept due to administrative expenses associated with maintaining the waiting list. It will also serve as the registration fee.

US Coast Guard Academy

Phone (860 443-2101)

Child Development Center

Email: Childevcenter@uscga.edu

16 Farnsworth Street, New London, CT 06320