

Dear Prospective Child Study Center Programs Participant:

Thank you for your interest in the East Tennessee State University Child Study Center (tax ID # 62-6021046). The site address is 2101 Signal Drive, Johnson City, TN 37604. At this time, the Programs are available on a first-come, first-serve basis to all children between the ages of 3 months and 5 years. The Center is closed for several days in December for the holidays, on official state holidays, and for teacher in-service. Attached to this letter you will find an application. Admission policies are currently under review.

The full-year/full-day Program operates from 7:30 a.m. to 5:30 p.m., Monday through Friday. Supply fees are assessed each year on July 1. Tuition may be paid bimonthly (two equal payments on the 1<sup>st</sup> and 16<sup>th</sup> of the current month) or one payment by the 5<sup>th</sup> of the current month. The Child Study Center currently offers 2 program options:

The **Infant-Toddler Program** serves children ages 3 months to approximately 36 months. Effective July 1, 2009, tuition for this age group is \$680.00 per month (\$165.00 per week). The yearly supply fee is \$60.00.

The **Early Learning Program** serves children approximately ages 3 years to 5 years. Effective July 1, 2009, tuition for this age group is \$640.00 per month (\$155.00 per week). The yearly supply fee is \$75.00.

Starting dates for new children are determined by the Center and are not guaranteed. Applicants to the Programs will be notified of their acceptance on a space availability basis. **When contacted for an opening, you have 48 hours to respond to the offer. After that time period, the opening will be given to the next suitable applicant.**

There is a discount for ETSU employees. This discount is determined each July 1 and is based on the number of families who participate and the family's total yearly income.

**A one-time, non-refundable application fee of \$25.00 must accompany this application.**

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, call me at 439-4887.

Again, thank you for your interest in our Programs. We look forward to working with you in the future.

Sincerely,

Beverly C. Wiginton, Director  
Child Study Center Programs

Date of application \_\_\_\_\_

Received by \_\_\_\_\_

Date received \_\_\_\_\_

Application fee received yes\_\_\_no\_\_\_  
(for office use only) receipt # \_\_\_\_\_

In the event that your child is not accepted for admission do you want him/her to be considered for future admission?

Yes \_\_\_\_\_

No \_\_\_\_\_

**EAST TENNESSEE STATE UNIVERSITY  
CHILD STUDY CENTER APPLICATION**

**Applicant Information**

Date of birth: \_\_\_\_\_ Due date: \_\_\_\_\_ Age at date of entrance: \_\_\_\_\_

Child's name: \_\_\_\_\_  
**last** **first, middle**

**Parent Information**

**Mother/Guardian** \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_  
**city, state** **zip code** **e-mail address**

Home phone (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_\_ Pager \_\_\_\_\_

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

Employer phone (\_\_\_\_) \_\_\_\_\_

**Father/Guardian** \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_  
**city, state** **zip code** **e-mail address**

Home phone (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_\_ Pager \_\_\_\_\_

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

Employer phone (\_\_\_\_) \_\_\_\_\_

Pertinent information we should know about your child:

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**Part-time student child care is available through the Little Buccaneers Student Child Care Center located on campus in Warf-Pickel Hall. If you are interested in this type of care, please request an application by calling 439-7549 or stop by the Little Buccaneers Student Child Care Center office in room 123.**

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

**Infant-Toddler Program**

\_\_\_\_\_ 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 \$680.00 per month.

**Early Learning Program**

\_\_\_\_\_ 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 \$640.00 per month.

**\*\*\* In order to be considered for enrollment to the Child Study Center Programs, a one-time, nonrefundable application fee of \$25.00 must accompany this application. 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 suitable applicant. \*\*\***

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