



ADMINISTRATIVE POLICY

Policy Title	Newcomb Children's Center Enrollment Policy and Procedure
Policy Subtitle/Subject	Newcomb Children's Center Enrollment Policy and Procedure
Responsible Executive(s) (RE)	Robert C Morton II
Responsible Office(s) (RO)	Campus Services
Primary Point of Contact from RO	Julie Smith-Price
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Date Proposed	10/4/24
Reviewed	Click or tap to enter a date.
Last Updated	10/4/24
Effective Date	10/31/24

Permanent

Temporary

1.0 WEBSITE ADDRESS FOR THIS POLICY

<https://policy.tulane.edu/policy-library>

2.0 ADMISSION REQUIREMENTS

Newcomb Children's Center accepts children whose parents are current Tulane affiliates, i.e. full-time benefited faculty and staff, medical residents, and full-time students. If spaces are available, those in the community will be considered.

The center accepts children from twelve months to five years of age and accepts applications to their waitlist for unborn children.

3.0 ENROLLMENT PROCEDURES

The admissions process for Newcomb Children's Center begins when applicants submit the application form and a non-refundable application processing fee. If a spot is not immediately available, you will be placed on the waiting list. You will need to contact the Administrative Manager and Assistant every four months to keep your application active and update your contact information.

When a classroom space becomes available, you will be contacted. If you choose to accept a spot, you will receive an enrollment packet containing the enrollment paperwork. We require that these forms be submitted before your child's first day at the center.

4.0 ENROLLMENT POLICY

All incoming enrollment acceptance at Newcomb Children's center is contingent upon receipt of the registration fee. This is a one-time, non-refundable fee that secures your child's place in our program and does not cover any tuition costs. The registration fee is due two weeks after you accept a spot for enrollment or prior to enrollment, whichever is sooner.

5.0 TUITION

Tuition for Newcomb Children's Center is set by July 1st, and remains in effect until the end of the fiscal year June 30th. These rates are not set individually and do not change with your child's age. However, we anticipate that tuition rates will increase annually, with new rates taking effect July 1. The centers will make every effort to inform parents of changes in tuition well in advance of any expected increases. Tuition is based on class assignment which. For current rates at Newcomb Children's Center, please contact us.