



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)	Patrick Norton, Senior Vice President and Chief Operating Officer
Responsible Office(s) (RO)	Campus Services
Primary Point of Contact from RO	Julie Smith-Price
Contact Information (email and phone)	jsmithpr@tulane.edu (504) 865-5326
Date Proposed	Click or tap to enter a date.
Reviewed	Click or tap to enter a date.
Last Updated	Click or tap to enter a date.
Effective Date	Click or tap to enter a date.

☒ Permanent

☐ Temporary

1.0 WEBSITE ADDRESS FOR THIS POLICY

www.policy.tulane.edu

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 (includes HCA affiliates) will be considered.

The center accepts children from twelve months to five years of age and accepts applications 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 \$25.00 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.

When your child is ready to begin school with us, it is very important that you plan to spend some time visiting with your child at the center. Most children need a gradual introduction to a new program. Even if your child is accustomed to being separated from you, please make time in your schedule to help your child adjust to our environment. Children need time to become independent, and as time passes they will. The short time spent preparing them for school will help make their adjustment a successful one.

4.0 ENROLLMENT POLICY

All incoming enrollment acceptance at Newcomb Children's center is contingent upon receipt of the registration fee, which is equal to one-half month's tuition. 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 as of July 1, 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 is determined in August. For current rates at Newcomb Children's Center, please contact us.

6.0 TOURS

We encourage all families considering the Tulane Child Development Centers for their child's care to take a tour of their preferred site to determine if it is the right fit for them and their child. To ensure you will observe the site while the children are active, and nap time is not disrupted, please contact us to schedule an appointment.