



Child Development Laboratory Statement of Services

The Child Development Laboratory (CDL) provides a full day early care and education program for children twenty-two months through five years of age. The center is open from 7:00 AM – 5:30 PM Monday through Friday. Late fees will be charged for pick-up after 5:35 (\$10 for every 5 minutes). Repeated late pick-up may result in termination of enrollment.

An annual calendar is given at the time of enrollment and at the beginning of each program year (August 1). The calendar is also available on the center website: <https://thesanfordschool.asu.edu/cdl>. Typically, the center is closed for all major holidays, the first two weeks in August, two weeks at the December semester break, one week for Spring Break in March and for at least eight teacher planning days during the school year.

Tuition is assessed for the 12 month year. The Multi- age Preschool tuition for the 2023-2024 school year is \$13,680.00, payable in 12 equal payments of \$1,140.00. The Younger Preschool tuition for the 2023-2024 school year is \$13,860.00; payable in 12 equal payments of \$1,155.00. **Budget allowing, the CDL offers a 5% discount when there is more than one child in the family enrolled. The discount is applied to the lowest tuition.**

There are a limited number of part-week enrollments (M-W-F or T/TH) available as long as there is another family available to complete the 5 day enrollment slot. Costs are available at the center.

Tuition is due by the 15th of each month unless previous arrangement are made. **A \$20 late fee will be assessed for tuition paid after the 18th of each month.** Families with unpaid balances at the end of the month may forfeit their enrollment slot. **An annual non-refundable registration fee of \$300.00 is due upon enrollment and each spring thereafter.** Credit is not given for days missed due to vacation or illness. **A thirty-day written notice is required for families ending enrollment prior to the end of the contract period.** If a credit exists on the child's tuition account after the 30 day notice period expires, the university will issue the family a refund.

All families are provided unlimited access to their children when their child is in attendance. In cases where custody and/or access to a child is determined by another entity (custody orders, court dictated visitation etc) the CDL will follow specific instructions provided in the document and must keep a copy of all legal documents on file.

The Child Development Laboratory is licensed by the AZ Department of Health Services (DHS). DHS is located at 150 North 18th Ave, 4th Floor, Phoenix, AZ 85007. The telephone number is 602-364-2539. All records of inspections are available upon request.

The CDL does not provide transportation.

The CDL carries liability insurance as provided by ASU through the State of Arizona Insurance Program (State Statue #ARS 41-621). Questions can be directed to the Child Development Manager, or to the ASU Office of Risk Management Insurance Division.

A CDL Parent Handbook is made available to all families upon enrollment. Addendums are given to families as required. All families will be given a 15-day written notice prior to the effective date of any changes in service, policies and rates. The handbook describes child admission and release requirements, discipline guidelines and methods, dis-enrollment policies, field trip requirements and procedures, responsibilities and participation of parents in facility activities, a description of center activities and programs, medication and accident/emergency medical procedures, center food allergy policy and contains sample enrollment forms.