Admission
Admission to the UO Moss Street Children’s Center is based on a point priority system. Copies of the rules governing this process are available upon request. UO students have first priority for vacancies, followed by UO employees, and lastly, community families. In order to establish your priority points, applications need to be filled out in their entirety. A new application is needed for each academic term for both new and returning children.

Once a family has been admitted, those initial hours confirmed will be offered for the rest of that academic year. The academic year runs fall through summer terms. For non-UO student families, if at all possible, we will offer like-hours from your first schedule, but if an incoming student family needs child care hours to attend a class, that family will have preference over a non-student family. Also, as more hours become available, we can offer you more hours, which may occur due to students changing class schedules, students graduating, or faculty/staff work hours changing.

There is a $10.00 application fee per family, and a $15 supply fee per child, each term. Returning families will be billed for these fees. For new families, the application fee is due when you hand in the application, the supply fee will be billed to your account if/when you are confirmed for care.

New Families will need to make a $75.00 confirmation deposit. This initial confirmation deposit is due at the time of confirmation of your child's scheduled hours. This fee will hold that scheduled space in our program until your child starts care. While it is not refundable, it will be applied to your first month's bill.

Scheduling
Moss Street is open Monday through Friday from 7:30 a.m. to 5:45 p.m. The daily scheduling options that are available in block times for Littles, Middles, and Preschool rooms all year and for School age rooms during summer and break weeks are: 7:30-12:30, 7:30-3:00, 7:30-5:45 and 12:45-5:45. Care for Kindergarten through 5th grade children can be scheduled around public school schedules on school days for which the time blocks are: 2:30-5:45, and on early release days, 1:15-5:45. Morning only Kindergarten schedules will be from the school’s release time until 3:00 or 5:45. On no-public school days, the block times available will be: 7:30-5:45, 7:30-12:30 and/or 12:45-5:45. The block times mentioned above are how we schedule our staff. Thus whether you use the entire block time or not, you will be billed for those blocks during the term that you sign up for and accept on your child’s application form.

Schedule Changes
Prior to the beginning of each term there is a set date by which any schedule changes must be received. Such requests must be made in writing and must be submitted prior to the following dates for each term: Fall Term Changes- by August 15th; Winter Term Changes- by December 15th; Spring Term Changes- by March 15th; Summer Term Changes- by June 1st. After these deadline dates, reductions in scheduled hours will not be approved. If you want to add hours after these dates, it will be based on space still available.

Deadlines
Please note the deadlines listed on each term's application! Applications are due in the program for returning families and in the office for new applications, by the date noted. Remember a new application is needed each academic term for every returning and new child.

The Moss Street Year
Moss Street operates on a schedule based on the University of Oregon calendar. Therefore, only limited care is available during university between-term breaks. In addition, Moss Street is closed December and Spring break weeks, many public holidays, and one week in late August/early September for staff in-service and fall preparation days.
**Billing**

There are three monthly bills for each term enrolled. At the beginning of each month you pay ahead for the next four weeks of care scheduled and any drop-in/meals accrued for the previous 4 weeks of care. This is different than most child cares! So, please note that you are paying ahead for the next four weeks of the set, weekly schedule you agreed to and for which you were confirmed for a given academic term. Meals are billed after they occur and are bundled together as a line item on the following month’s billing statement. Billing dates for both weekly set schedules and previously served meals are indicated on each statement.

Cash and check can be used to pay your bill directly at Moss Street, as we do not currently take debit/credit cards. Also, UO affiliated families can choose to have their monthly bill transferred to their main UO account, where online payments are possible. If you want this option, then we need the request in writing, and you are still committed to paying each transferred amount within the same timeline as if you were paying directly at Moss Street.

By the 1st of each month, billing statements are placed in parent mailboxes, located at the entrance to each classroom, and labeled by child’s full name. You are asked to pay upon receipt and at the latest by the end of the first week of the month. If a family does not keep their account current, they will not be able to continue care into the next month, nor will they be confirmed for care for any future terms.

Charges are still in effect for days a child is absent (i.e., due to illness, family vacation, relatives visiting…) and will not be reversed. The block times that you are offered and you agree to for a given term are yours to use as you choose, that space is reserved for your family. You are charged for the entire block scheduling times you are offered, that is how we can always have adequate staff in the classroom to maintain our low child-teacher ratios. Thus, once child care schedules are set for the term, our staff costs remain the same, and thus the cost of care to you also remains the same.

**The USDA Food Program**

Our on-site cook plans, buys our food, and prepares the meals that your child will eat while in our care. Whenever financially feasible, organic food is purchased, however, many of the items we use are not organic. Breakfast is served about 8:45 a.m., Lunch about 11:45 a.m. and afternoon Snack about 3:00 p.m. Our menu rotates every week and printed menus are posted in classrooms, on parent bulletin boards and most months in our online newsletter. There is a charge for meals served to your child. The charge is either fully paid by the parent, partially paid by the parent (and the remainder by the USDA food program) or free to the parent (with USDA paying the full meal price). One of the enrollment forms asks about your income, which determines what price, if any, you will pay per meal. There is an additional form for those needing a dairy/milk substitute, such as soy or rice milk. If applicable to your family, ask for this medical food substitution form at the office.

**NONDISCRIMINATION STATEMENT**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

**ADDRESSING YOUR CONCERNS REGARDING THE FOOD PROGRAM**

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

The staff in the best position to address your concerns varies with the nature of the issue. All general program concerns over classroom administrative procedures can be presented to the Child Care Director. She can be reached at 1685 Moss Street, or at 346-4384. Billing concerns should be directed to Robynn Medew, Account Technician, in the main office. Problems unique to one classroom are best directed initially to the lead teacher.