Child Care Application Information

Please Read the Following Before Filling Out Application!

ADMISSION

UO students have first priority for vacancies, followed by UO employees and lastly, community families. There is a $10.00 application fee per family, and a $15 supply fee per child, each term. New family application fees are due upon submission of application. Returning families will be billed.

Upon enrollment, New Families will need to make a $75.00 confirmation deposit. This initial enrollment confirmation deposit is due at the time of confirmation of your child's scheduled enrollment. This deposit 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.

Please note the priority deadline listed on each term's application. Applications are always accepted throughout each term, but those received by the priority deadline are considered first, within each category (UO students/UO employees/community families). Remember a new application is needed each academic term for every returning and new child.

SUMMER SCHEDULING

Our child care center is open Monday through Friday from 7:30 AM to 5:45 PM. Daily scheduling options during the summer are available within our regular block times for all ages, as listed on the rate sheet. Care for children in Kindergarten through 5th Grade is scheduled within these block times except on fieldtrip days, for which there is only one option of all-day, 7:30-5:45.

Please schedule only the care you will need so that other families can have access to the child care. A separate application needs to be completed for each term (including Fall Term) that you need care, even as a returning family.

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: Summer Term Changes- by June 1st. Fall Term Changes- by July 15th. 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. If you want to cancel all care after a term’s schedule change deadline has passed, that will become effective one month from submission of that written request.

THE MOSS STREET YEAR

We operate on a schedule based on the University of Oregon calendar. Therefore, only limited care is available during between-term breaks. In addition, Moss Street is closed December Break & Spring Break weeks, many public holidays, and one week in late August/early September for staff in-service and fall preparation days.
**THE USDA FOOD PROGRAM**

We have an on-site cook, Sigrid, who plans, buys our food, and prepares the meals that your child will eat while in our care. Moss Street provides all the food. All meals are prepared and served by Moss Street staff who are food handler certified. Whenever financially feasible, organic food is purchased, however, many of the items we use are not organic. Breakfast is served about 8:45 p.m., Lunch about 11:45 p.m. and afternoon snack about 3:00 p.m. Our menu rotates every week and printed menus are posted in programs and on the parent bulletin boards.

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 lactaid-free milk. If applicable to your family, ask for this USDA milk medical food substitution form at the office.

**NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

**ADDRESSING YOUR CONCERNS**

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

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, who can be reached at 541-346-4384.

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.