**ADMISSION**

Admission 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 employees and lastly, community families. In order to establish your priority points, applications need to be filled out in their entirety.

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 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.

**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. The September session (after Labor Day and before Fall Term begins) for Preschool and younger ages, can be requested on the last section of the Summer Term 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: Summer Term Changes- by June 1st. Fall Term Changes- by Aug 15th for Preschool/Middles/Littles; by Sept 20th for School-age only. 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.

**DEADLINES**

Please note the deadlines listed on each term's application! Applications are due in the office for all families by the date noted. Remember a new application is needed each academic term for every returning and new child.
**THE MOSS STREET YEAR**

We operate 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.

**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. 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 rice milk. If applicable to your family, ask for this medical food substitution form at the office.

**NONDISCRIMINATION STATEMENT**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

**ADDRESSING YOUR CONCERNS**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at [http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). 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, who 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.