

## Child Care Reservation Application

Questions about this form? Please call 701-231-5219

Today's Date: \_\_\_\_\_

Semester: Fall ☐ Spring ☐ Summer ☐I am interested in: Part-Time ☐ Full-Time ☐**At least one parent/guardian needs to be enrolled in academic credit. Please list both parent/guardian names and information.****Parent or Guardian Name:** \_\_\_\_\_Student ID: \_\_\_\_\_ Number of credits enrolled: \_\_\_\_\_ Undergraduate ☐ Graduate ☐

Email: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Are you an NDSU Faculty or Staff Member? Yes ☐ No ☐**Parent or Guardian Name:** \_\_\_\_\_Student ID: \_\_\_\_\_ Number of credits enrolled: \_\_\_\_\_ Undergraduate ☐ Graduate ☐

Email: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Are you an NDSU Faculty or Staff Member? Yes ☐ No ☐

\*Reservation times for fall and spring: Monday - Friday 7:30 a.m. – 5:30 p.m.

\*Reservation times for summer: Monday – Friday 7:00 a.m. – 4:30 p.m.

**Please indicate below the days and times you are interested in having your child attend based on your class schedule:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Time						
Time						
# of Hours						

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Reservation Dates

- Returning undergraduate students: 2 weeks after the start of class registration.
- Returning graduate students and new undergraduate students: 4 weeks after the start of class registration.
- New graduate students: 6 weeks after the start of class registration.

### Timeline

- Once your reservation time opens, you may email the completed reservation application and your class schedule to Mari Quittschreiber, Site Coordinator at [mari.quittschreiber@ndsu.edu](mailto:mari.quittschreiber@ndsu.edu).
- The reservation application will be considered on a first-come, first-served basis by the priority reservations listed above.
- If the application is accepted, the site coordinator will contact you to arrange a time for a parent pre-enrollment conference.
- You will meet with the site coordinator for a pre-enrollment conference, sign the contract and pay the \$25 reservation fee.

### Enrollment Policies (Additional policies and a handbook will be provided at the parent pre-enrollment conference)

- Proof of enrollment (class schedule or email from advisor-professor) must be provided in order to request a reservation.
- At least one parent must be enrolled in academic credit at NDSU.
- At least one parent must be paying the Wellness Fee.
- Reservations are made based on class schedules. You can make a reservation for up to one hour before and after class times. Three hours of care are allowed per academic credit.
- A reservation is for the entire semester. The WCCC allows for 1 reservation change per semester and will charge \$25 for each change after that.
- Reservations are made in 15-minute increments.
- If credit hours are not tied to in-person class (i.e. online classes or research credits), 3 hours of reservation time per credit will be allowed to be scheduled at a time determined by you and based on availability.
- A limited number of full-time spots may be available each semester. For a full-time spot, you pay a set weekly rate and are allowed to bring your child/children any time during our hours of operation.
- Parents may utilize part-time hourly care for up to 35 hours per week. At 36 hours of care, parents are required to sign a full-time contract.
- A parent must be enrolled at NDSU at least half-time to utilize full time care.
  - Half-time in fall and spring semester: undergraduate students = 6 credits / graduate students = 5 credits
  - Half-time in summer semester: undergraduate students = 5 credits / graduate student = 3 credits
- NDSU Faculty and Staff using a tuition waiver are not eligible to use the Wellness Center Child Care, unless they are paying the Wellness Fee.

For childcare use only:	
Child added to Reservation Board	<input type="checkbox"/>
Contract Signed	<input type="checkbox"/>
\$25 Reservation fee paid	<input type="checkbox"/>