



Part Time Childcare Procedures

Duke Children's Campus is an on-campus childcare facility provided exclusively for Duke faculty, staff, and employees who are benefit-eligible. The following policies and procedures help to ensure that Duke Children's Campus best serves Duke families by optimizing the space available in each program of the Center. They are in addition to those listed in the "Policies and Procedures" section of *A Family's Guide to Bright Horizons Family Solutions*. Please also refer to the guidebook for additional information.

Definition

Part time childcare is care available 2 full days (Tuesday and Thursday) or 3 full days (Monday, Wednesday and Friday) per week. Availability of part time slots is limited to the sharing of two full time slots per program. These slots will be known as "protected part-time slots."

Scheduling

In addition to the protected part-time slots, Duke Children's Campus is committed to providing flexible care options and as such will practice flexibility in serving parents seeking part time care. We may, at our discretion, be able to offer "discretionary part-time slots" under certain circumstances. When there are two Duke families with complementary child care needs who can share a space this may be accommodated with the understanding that continued provision of part time care is contingent upon the availability of another child to share the slot. This means that, in the event that one part-time family leaves the center, and another child is not available to share a space, the family remaining at the center will be asked to either take the full time space or relinquish the part-time space.

Schedule Changes

If you would like to change your child's schedule, please notify the Program Coordinator, in writing, at least 30 days in advance of the requested change. Requests are granted only if there is availability in the child's homebase. Part time schedules may only be changed to full time if there is a full time slot available.

Requests for additional days and/or hours of care must be submitted in writing to the Program Coordinator at least one week in advance. Temporary changes may not be in effect for longer than one week. Families will be charged additional tuition for childcare during times that are not part of the child's regular schedule. Requests will only be approved if space is available. Requests made due to emergency situations and/or Center holidays falling on regularly scheduled days can be accommodated only when space is available and with the approval of the Program Coordinator.

Transitions

Children are placed in programs based upon their chronological age and developmental needs. Transitions for part time children are also dependent upon schedule availability in the next age group.

Tuition

Parents are required to pay full tuition for all regularly scheduled days regardless of attendance. Tuition is not pro-rated for absences or holidays. Make up days are not permitted.