

Ellen Brewer Infant/Toddler Lab Home
Enrollment Policies and Procedures

Clientele

Enrollment is open to any interested family who has a child (or children) between six weeks and two years of age. Children who become two by October 16th will not usually be enrolled. Because EBH serves as an educational facility for students at Meredith College, it is important that children enrolled represent a variety of ages (within the defined age range), ability levels, cultures, and genders. Enrollment will reflect a balance in the above factor.

Procedure

In order to apply to the program, parents must mail or drop off their application with a non-refundable registration fee of \$35 to the EBH Director. Email attachments will not be accepted. This application is available from Diana Haugk at 760-8628 or haugkdi@meredith.edu. When this process is completed, a family will be placed on the waiting list until a slot becomes available. At the time a family is notified of a vacancy, families will have one week to respond in writing if they want to accept or decline the vacancy. A start date will be offered at the time of notification. If the child is not able to begin on the start date offered, full tuition is requested to hold the spot after two weeks of the offered start date. If the family wishes to accept the vacancy, a deposit must be sent to the Director within one week to reserve the slot.

Parents will be given a Parent Handbook and forms that include a Policy Agreement, physical examination form, positive guidance policy, and an emergency contact form. All forms must be completed and turned in to the EBH Director by the first day of enrollment. All records are confidential, but may be made available to Child Development faculty, staff, and students who are participating at EBH.