Delaware Technical & Community College  
Child Development Center – Owens Campus  

Enrollment Procedures

Children between the ages of six weeks and twelve years, whose parents or guardians are students of Delaware Tech, are eligible for enrollment in the Child Development Center. Our facility also has allocated enrollment availability for regular full-time and regular part-time staff of Delaware Tech and children of the community. Applicable registration fee and receipt of all registration documents secure a child’s placement in our Program. To register a child, a parent/guardian must come to the Child Development Center.

Enrollment Procedures
The following information must be received before your child attends the DTCC Child Development Center:

1. Enrollment Application Form

2. Child Care Contract  
   DTCC students must submit registration form of classes scheduled each semester requiring child care. Failure to submit a copy of Delaware Tech registration will change tuition rate to community rate, until a copy of the student registration is submitted to the Center.

3. Authorized Pick-up & Emergency Contact Information/Emergency Care Form

4. Early Childhood Laboratory School Photo/Activities Enrollment Authorization

5. CDC Owens Campus On-site Excursion-Field Trip Authorization and Release Form

6. Physical/Immunization Records  
   Physical and immunizations must be completed on all children planning to attend the Center within six months prior to their enrollment date and be current throughout their enrollment. Children must have a TB Test and Lead Test completed according to required guidelines. School age children may submit the physical they received prior to attending Kindergarten.

7. The following forms must be completed by child’s physician if applicable:
   a. Special Care Plan for a Child with Asthma
   b. Food/Environmental Allergy Action Plan
   c. Individual Health Care Action Plan
   d. Special Diet Statement Form

8. Copy of Restrictive Custody Court Order (If Applicable)


10. Parent Right to Know Acknowledgement

11. Copy of Child’s Social Security Card and Birth Certificate (ECAP ONLY)

Your Child will need the following items the first day he/she attends the Child Development Center:

1. Packed lunch which meets nutritional guidelines  
   (ECAP lunch is provided)
2. Change of Clothes
3. Diapers / Bottles / Diaper Wipes
4. Fitted Crib Sheet & Blanket (Infant-Toddlers, Toddlers, and Preschoolers)
5. Infants: Diaper Bag AND Sleeper sack – No Blankets
6. Toddlers & Preschoolers: Book Bag

PLEASE LABEL ALL ITEMS BROUGHT TO THE CENTER.

(Revised 4-10-14)