

Overview

The Cyert Center for Early Education (Center) serves the children of university faculty, staff and students. The Center is one program that provides service in two locations: Morewood Avenue, which is located on campus, and Penn Avenue, which is approximately 2.5 miles away from main campus. Children range in age from three months to kindergarten. Classrooms are aligned around six primary age groups at the start of the program year: Infant (12 weeks – 12 months), Young Toddler (12 – 24 months), Older Toddler (24 – 36 months), Preschool 1 (3 – 4 years), Preschool 2 (4 – 5 years), and PreK- Kindergarten (4 years, 6 months – 6 years). In order to meet the quality childcare needs of the current CMU workforce, space is limited to children of CMU employees and students.

The program runs year-round from August to August, with children remaining in one classroom for the entire year. Hours of operation are from 7:30 a.m. to 6 p.m., Monday through Friday.

Families are required to commit to a full year of care through the execution of an annual enrollment contract. Tuition for each program year is based on a monthly fee. A [Sliding Scale Benefit](#), which may provide a reduction in the tuition rate, is available to those who qualify. More information about the Center is available on the [Human Resources – The Cyert Center for Early Education](#) webpage.

Application Process

Process:

1. Families interested in enrolling in the Center must complete the Center Application.
2. A non-refundable \$50 application fee is due with the Application.
3. Applications may be completed online or as a manual form; the manual forms and the non-refundable application fee are accepted at:

Morewood Avenue		Penn Avenue
1060 Morewood Ave.	or	6555 Penn Ave.
Pittsburgh, PA 15213		Pittsburgh, PA 15206

4. Applications are not considered complete until the application fee is received. When the application and fee are received, an email will be sent to the applicant to confirm the date of application and the child’s placement in the Center or placement on the application listing if a space is not available.

Notes:

1. The Center recommends applying for a space as soon as the need arises. For those hoping to enroll infants, it is acceptable to submit the application when it has been confirmed that a family is expecting. Families beginning the adoption process are welcome to apply.
2. If an opening should occur during a program year, the Center will refer to the application listing and contact the next eligible family for the age group where the opening exists.
3. Questions about application process should be directed to the Center enrollment team by email at ccee-info@andrew.cmu.edu or telephone at 412-268-2149 (Morewood) or 412-268-1348 (Penn Avenue).

Enrollment Priorities

1. Sibling Priority - Highest priority in the enrollment process will be given to faculty, staff members and students who have siblings currently enrolled in the Cyert Center for Early Education program as follows*:
 1. Children of Cyert Center for Early Education staff members
 2. Children of full-time, benefits-eligible Carnegie Mellon University faculty and staff
 3. Children of part-time Carnegie Mellon University faculty and staff
 4. Children of Carnegie Mellon University students
2. Affiliation Priority - Priority is given next to parents or legal guardians of children who work for or attend Carnegie Mellon University as follows*:
 1. Cyert Center for Early Education staff members
 2. Full-time, benefits-eligible Carnegie Mellon University faculty and staff.
 3. Part-time Carnegie Mellon University faculty and staff.
 4. Carnegie Mellon University students.

Note: In the event that two or more families have the same priority level, applicants with the earliest date of application will be offered the available space.

**A set number of openings are filled at the discretion of university administration, which may alter the priority list.*

Enrollment Deferral/Declination Policy

1. The first time that a parent is offered a space for a child in any Center location and responds that they do not wish to accept a space at that time, the application is deferred, and the Center will move on to the next eligible applicant. The applicant will maintain their place in the enrollment process. Parents will be asked to confirm if they wish to be offered a space again during the program year if one becomes available or if they wish to defer to the next program year. Parents who do not acknowledge the offer within five (5) business days are automatically deferred. Parents who are no longer interested in a space at the Center may also decline and their application will be canceled and removed from the enrollment process.
2. The second time a parent is offered a space for a child in any Center location and that space is declined, or the parent does not acknowledge the offer within five (5) business days, the application will be canceled and removed from the enrollment process.
3. If parents are still interested in enrolling the child at a Center location following a second declination, the parents must complete a new application and submit a new application fee. The application date will be recorded as the date of receipt of the completed application and appropriate Enrollment Priorities applied.
4. The cancellation and removal of an application for one child in a family does not affect the status of siblings who may also have applied for enrollment in the Center.

Additional Enrollment Procedures that Affect the Availability of Spaces:

1. Families qualify for sibling priority when they have one child currently enrolled in the program. If a family applies for another child after a sibling has left the Center, that child is not eligible for Sibling Priority status.
2. If the affiliated parent of a child enrolled in the program leaves the University, the child will remain enrolled for the completion of the current program year. Re-enrollment will not be offered unless the family becomes re-affiliated with the university as an employee or student.