

KAIST Child Care Center: Admissions for 2023

1. Application

- Period: Nov. 14 (Mon) – 24:00 on Nov. 18 (Fri)
- How to Apply: Submit application by e-mail (kaistchild2@daum.net)
- Download the application form: <http://kaistchild.or.kr> → 입학안내 → 입학원서 다운로드

2. Instruction & Age Group and Quota

- Starting date: March 2 (Tue), 2023
- Opening Hours: Mon-Fri, 07:30-19:30

Age Group	Quota	availability
Age 0 (Born between Jan. 2022-Dec. 2022)	150	00
Age 1 (Born between Jan. 2021-Dec. 2021)		00
Age 2 (Born between Jan. 2020-Dec. 2020)		00
Age 3 (Born between Jan. 2019-Dec. 2019)		00
Age 4 (Born between Jan. 2018-Dec. 2018)		00
Age 5 (Born between Jan. 2017-Dec. 2017)		00
Total		00

- The number of classes for each age group and availability are likely to change depending on the change in the current number of children and situation—we left the availability section blank

3. Eligibility

Priority	Requirements	Required Documents
1st	Both parents are full-time KAIST members	– Application form – Faculty/staff: Proof of employment (One copy per employed parent) – Student: Printout of academic records page (One copy each if both parents are students) ※ New student : Proof of admission – Family relation certificate to prove parent-child relationship – Consent to collection and use of personal information * All documents must be issued on or after Nov. 1, 2022 to be acknowledged
2nd	Both parents are employed full-time, and one is a KAIST member	
3rd	Both parents are KAIST members who are employed, with at least one working part-time	
4th	Both parents are employed, with at least one working part-time, and only one is a KAIST member	
5th	Only one parent is employed as a full-time KAIST member	
6th	Only one parent is employed as a part-time KAIST member	

- KAIST students shall be classified as employed full-time or part-time (provide printout of academic records page)
☞ (KAIST Portal → Academic System → Academic Records → View Academic Records → Enrollment Classification (Part-time/Full-time))
- Parents with twins may choose method of drawing if quota is exceeded
- For applicants falling under 2nd to 6th priority, 50% of available quota will be assigned to the drawing of female/international KAIST members (in the case of international members, both parents must be foreigners)
- Dual-earner parents subject to relevant laws and policies concerning infants and children of dual-earner parents

- Vocational trainees are not considered employed
- Parents on leave of absence from work or school at the time of starting date[March 2(Tue)] are not eligible to apply but those who were on parental leave and to be returned before April 1 are eligible (determined by Child Care Center Steering Committee)

4. Measures for Applicants Failing to Meet Requirements

- Employment status of both parents and affiliation to KAIST to be verified on the date of admission
- Proof of employment of enrollment issued by the relevant institute must be submitted within one week of admission (to be confirmed verified with the relevant administrative department in the case of KAIST members)
- Children of parents who take a leave of absence from work or school shall be dismissed (※ excluding leave of absence due to the birth of a second child while the first is enrolled)
- Members of KAIST may be asked at any time to provide supporting documents

5. Method of Admission

- Basic Rules
 1. If the number of applicants is smaller than the quota, all the applicants shall be automatically admitted
 2. If the number of applicants exceeds the quota, admission shall be determined by the priority(applicants with same priority shall be determined by draw)
 3. Those who are not admitted shall be waitlisted and waiting number will be given by draw
- Draw - Date/time and Place: **Late November, 2022 at KAIST Child Care Center (To be noticed again)**
 - Method: Drawing balls until the quota is filled
 - ★ Draw begins from 1st priority group according to age, and in the order of application submission
 - ★ [Winning ball]→To be admitted / [Waiting ball]→Placed on waiting list
 - Confirmation of successful applicants: Announced on date of draw / notification by text message

6. Note

- Disqualification: Insufficient documents, lack of signature, or absence during the draw
- Please be punctual for the draw. You may attend in person or send a representative.
- Application accepted by e-mail only
- Application status to be announced at the end of application period (check application number, name (partially anonymized), and date of birth)

KAIST Child Care Center (042)350-0853