

early learning center

UNIVERSITY OF DELAWARE

FACT SHEET

Location: 489 Wyoming Road, Newark, Delaware

Mailing Address: Early Learning Center
University of Delaware
Newark, DE 19716

Phone: 302 831-6205

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Email: ud-elc@udel.edu

Website: www.elc.udel.edu

Hours of Operation: Monday – Friday
7:00 a.m. – 6:00 p.m.

Capacity: **240 children, ages six weeks - 12 years**

Infants	30 children	Ages 6 wks to 12-16 mon	(five classrooms)
Toddlers	48 children	Ages one and two years	(six classrooms)
Preschool	98 children	Ages three to four+ years	(seven classrooms)
Kindergarten	18 children	Must be five by August 31	(one classroom)
School Age	45 children	Ages six through twelve	(three classrooms)

Staff/Child Ratios:

Infants	1:3, maximum group size 6
Toddlers	1:4, maximum group size 8
Preschool	1:7, maximum group size 14
Kindergarten	1:9, maximum group size 18
School Age	1:15, maximum group size 15

Tuition** *Rates below are in effect from September 1, 2008-August 31, 2009 Subject to change with 30 days notice to currently enrolled families.*

Infants	258/week	1119/month
Toddlers	234/week	1016/month
Preschool/Pre-K	199/week	864/month
Kindergarten <i>Includes before/after care</i>	199/week	864/month
School Age: Before/After School <i>*Full day care provided days school is closed at NO ADDITIONAL FEE. We follow the Christina School District calendar and Newark Charter School Calendar.</i>	105/week*	450/month

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****Important Facts About Tuition:**

- *Payment options: Cash, check, automatic electronic transfer, credit card payments(see link at www.udel.edu/elc) or payroll deduction for UD employees*
- *Tuition is due monthly in advance of services. However, if you choose payroll deduction or electronic transfer from your bank account as your method of payment, tuition can be paid in two installments per month*
- *Additional fees include:*

Late Pick-Up	\$5 for the first minute, \$1/minute per child for each additional minute.
Late Tuition Payment	\$5 per day with the late charges beginning the 5 th of the month, such that the 5 th will be charged at \$20 to reflect the four prior late days, and \$5 will be added for each calendar day payment is late thereafter.
Non-Sufficient Funds (NSF)	\$25

- *Sorry, NO discount for:*
 - *Days missed due to holidays, in-service days, vacation, illness, or emergency closure of the ELC.*
 - *Siblings or multiple births.*

Meals included in tuition for all age groups*:

Breakfast, Lunch, and Afternoon Snack

* Parent/guardian may be required to supply food for children who require a special diet that has been prescribed by a physician

For Families Receiving Purchase of Care Funds:

- *Rate = State assigned co-pay.*
- *Co-pay is due weekly in advance of services.*
- *Registration fee waived.*

Days Closed Annually:

New Year’s Day, Martin Luther King, Jr.’s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving & the day after, Winter Holiday (see below). In addition, there are three professional development days per year; usually scheduled one in the fall, one in the spring and one in late summer. *On even numbered years, the ELC will be closed on Election Day.*

Days Closed in 2008-09

Labor Day, Sep 1	Winter Holiday, Dec 24-31	Memorial Day, May 25
Fall Prof. Dev. Day, Oct 13	New Year’s Day, Jan 1-2	Summer Prof. Dev. Day, ??
Election Day, Nov 4	Martin Luther King’s Birthday, Jan 19	
Thanksgiving Holiday, Nov 27- 28	Spring Prof. Dev. Day, ??	

Transportation:

For school-age children, no transportation is provided by the Early Learning Center. You must complete a transportation form for your child to be transported to the ELC from a participating District School (currently West Park and Newark Charter).

REQUIRED TO REGISTER:

- A completed registration form along with the Parent’s Right to Know Notice.
- Non-refundable payment of \$75 per child with a maximum payment of \$100 per family if multiple children are registered at the same time. The registration fee is non-refundable and although the registration places a child’s name on the ELC wait list, it does not guarantee enrollment for a child on a specific date. If children in a family are registered at different times, individual child rates will apply. *(Make check payable to University of Delaware.)*
- If applicable, proof of Purchase of Care *(copy of authorization form for current provider – do NOT get Early Learning Center authorization until you have been accepted for enrollment)*