

Dear Parent/Guardian,

Thank you for your interest in the University of Delaware Early Learning Center-Wilmington! We provide quality early care & education to children ages six weeks to 36 months. The ELC-Wilmington has multiple enrollment priorities, including children living in poverty, children with diagnosed disabilities and children living in foster care.

Please find the following items enclosed in this registration packet:

- *Welcome to the Early Learning Center-Wilmington!* An important information sheet discussing the Early Learning Center's (ELC) mission to provide services, training and research. Please read this carefully and contact the Center if you have any questions about your family's role in these activities.
- *Early Learning Center-Wilmington Fact Sheet* This will provide you the nuts & bolts of the ELC, including times of operation, ratios, tuition rates, meals provided and more.
- *Early Learning Center-Wilmington Registration Form:* Complete this form to be added to the wait list.
- *Parents Right to Know Notice:* Return along with the registration form.

You may register your child by returning one completed registration form per child along with a signed copy of the *Parents Right to Know Notice*. Please include a \$75 check for one child or a maximum payment of \$100 per family if multiple children are registered at the same time. Your check should be made payable to the *University of Delaware*. If you currently receive Purchase of Care funds, your registration fee will be waived with proof of authorization.\*

(\*Important Note: Do not seek POC authorization for the Early Learning Center until after you have been offered an enrollment date.)

Registrations can be mailed to: Early Learning Center-Wilmington, 1218 B Street, Wilmington, DE 19801 or hand-delivered. Sorry, fax and email registrations are not accepted as we require original signature and payment, if applicable.

Should you have any questions, contact the Early Learning Center-Wilmington by calling (302) 778-6515. Our business hours are Monday through Friday, 7:30am – 5:30pm.

We look forward to welcoming you and your child to our center!



Peg Bradley,  
Director  
ELC –Wilmington & Newark

Kelly Freel  
Administrative Coordinator  
ELC Wilmington

Thank you for your interest in the University of Delaware Early Learning Center. Below is information about the Early Learning Center (ELC) to help you decide if the center is the right place for your family.

### **Mission of the Early Learning Center**

The Early Learning Center has been created to:

- Provide the best services possible to children and families through full-day early care & education, as well as family services and support programs;
- Conduct research in prevention, intervention and education; and
- Provide training for students, faculty and community professionals.

### **Participation in Programs, Research and Training Activities at the Early Learning Center**

In addition to the services provided to children and families, we are a research and training center. Because the mission of the Early Learning Center is to provide excellent services to children and families and to learn about how to improve those services, we ask that all families enrolled in the ELC participate in the research, training, and program activities that will allow us all to learn more about children's development and how to support families.

*Below are descriptions of the types of activities which could take place at the ELC:*

#### **Research, Programs, and Training at the Early Learning Center**

While providing child care and family support services, the ELC will be conduct research, pilot programs, and train professionals in a wide variety of fields. We do this in order to develop even better services for children and families. The training, research, and programs taking place at the ELC are reviewed by a committee of faculty, staff, and parents to ensure that they do not jeopardize the quality of services to children and families.

► **Programs at the Early Learning Center**—Quality early care and education is the foundation service at the Early Learning Center, based on what research says is best practice for children ages birth through twelve. Additional programs for children and families are also provided. Some of these programs may be family support programs that focus on education, literacy, and family interactions. Others may be enhancements to the child care, such as special activities within the classroom to enhance children's skills. Families will always be made aware when new programs are available and when programs are to be added. All programs that are provided at the ELC are reviewed by the Center committee on services to ensure that the quality of services to families and children are not compromised.

► **Research at the Early Learning Center**— Many research activities take place at the Early Learning Center, so that we can better understand how children grow, learn, and interact, and to better understand how families and children are supported. These activities include such things as measuring your child's development over time, observations of children's interactions with toys, activities, and other children, and audio and video-taping of children's activities. Research also includes asking families to complete questionnaires about their background and their views of their children. Finally, teachers and other staff are asked about their views of children, the activities that take place at the ELC, and how effective they think services are for children and families. All research that takes place at the Early Learning Center is reviewed and approved by both the Center committee on research and the University of Delaware's research review board.

► **Training at the Early Learning Center**—We believe that families and children in the community will be better served by having well-trained professionals who know about children's development, ways to teach and interact with children of varying ages, and how best to provide services and supports to families. To do so, university students from teacher education, nursing, physical therapy, and other programs at the University have clinical experiences in the ELC so they can gain hands-on education and experience. The Center's committee on education reviews placements of university students to ensure that services to families and children are not compromised.

## FACT SHEET

**Location:** 1218 B Street, Wilmington, Delaware

**Mailing Address:** Early Learning Center-Wilmington  
1218 B Street  
Wilmington, DE 19801

**Phone:** 302 778-6515

**Fax:** 302 483-1195

**Website:** [www.elc.udel.edu](http://www.elc.udel.edu)

**Hours of Operation:** Monday – Friday  
7:30 a.m. – 5:30 p.m.

### Capacity:

Multi-Age 8 children Ages 6 wks to 36 months (two classrooms)

Looping 6-8 children – Infant class capacity is 6 infants- group size increases to 8 children when room ages up to toddlers (two classrooms)

### Staff/Child Ratios:

Infants	1:3, maximum group size 6
Toddlers	1:4, maximum group size 8

### \*\*Important Facts About Tuition:

- Payment options: Cash, check, or money order
- Tuition is due monthly in advance of services. However, if you choose 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 <sup>th</sup> of the month, such that the 5 <sup>th</sup> 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

**\*\*Important Facts About Tuition:**

- *Payment options: Cash, check, automatic electronic transfer, 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 <sup>th</sup> of the month, such that the 5 <sup>th</sup> 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 five professional development days per year. *On even numbered years, the ELC will be closed on Election Day.*

**Days Closed in 2012/2013:**

Memorial Day, May 28	New Year’s, Jan 1	Independence Day, July 4
Independence Day, July 4	Martin Luther King, Jr., Jan 21	Professional Development, July 5
Professional Development, Aug 24	Professional Development, Feb 18	Professional Development, Aug 23
Labor Day, Sept 3	Professional Development, April 26	
Election Day, Nov 6	Memorial Day, May 27	
Thanksgiving, Nov 22,23	Professional Development, June 14	
Winter Break, Dec 24-31		

**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)*

**REGISTRATION FORM**

*Please complete a separate registration form for each child.  
Return to: Early Learning Center-1218 B Street, Wilmington, DE 19801*

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Child's Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Parent/Guardian Information:**

Name:	Name:
Relationship to Child:	Relationship to Child:
Address:	Address:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Email:	Email:
Name of Employer:	Name of Employer:
Work Phone:	Work Phone:

**Care Needed:**

Date you would like enrollment to begin if space is available: \_\_\_\_\_

Preferred time schedule: \_\_\_\_\_ *Note: Part time care is not available.*

Mon _____	Tues _____	Wed _____	Thurs _____	Fri _____
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**Additional Information – ALL SECTIONS MUST BE COMPLETED:**

<input type="checkbox"/> Yes <input type="checkbox"/> No	One or more parent/guardian is an UD employee receiving benefits. _____ full-time _____ part-time
<input type="checkbox"/> Yes <input type="checkbox"/> No	This child currently qualifies for Purchase of Care. <i>* You must attach a copy of this child's current authorization form - Do NOT request Early Learning Center POC authorization at this time</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	This child has a diagnosed disability and an active IFSP (Individual Family Service Plan) OR IEP (Individual Education Plan). Diagnosis: _____ Services received: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	This child lives in foster care, or has lived in foster care or an orphanage at some time.

► I understand that the registration fee is non-refundable and that although this registration places my child's name on the ELC wait list, it does not guarantee enrollment for my child on a specific date.

►► I have read the information sheets provided to me regarding the wait list and ELC activities, including my on-going responsibility to participate in research.

►►► NOTE: Registration form must be returned with a signed copy of the Parent's Right to Know Notice.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **PARENTS RIGHT TO KNOW NOTICE**

Under the Delaware Code you are entitled to inspect, at any time, the active record and complaint files of any licensed child care facility. To review a child care facility record, contact:

Ellen Linen, Admin. Support Specialist I  
Office of Child Care Licensing  
1825 Faulkland Road  
Wilmington, DE 19805  
(302) 892-5800

***OR***

Dawn Clarke, Admin. Support Specialist I  
Office of Child Care Licensing  
821 Silver Lake Boulevard, Suite 102  
Dover, DE 19904  
(302)739-5487

I acknowledge that I received notice of a Parents Right to Know as part of the application packet of materials from the University of Delaware Early Learning Center.

Child's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

From <http://www.state.de.us/dhss/dsaapd/financia.html>

## Purchase of Care

Purchase of Care is Delaware’s child care subsidy program available through Delaware Health and Social Services, Division of Social Services. This service provides support for families with young children who need child care but who cannot pay for all or part of the cost. This service is available to parents, grandparents, or other related adults responsible for the child’s care.

You may get help with day care if you are working full-time or part-time, to obtain training or meet special needs of the child. Child care may also be provided in child abuse cases to help protect the child. If you are working, you may have to pay a portion of your child care expenses. You may get a list of Child Care Centers and homes in your area from your DSS Case Manager. You will also be able to get more information on the program rules and fees.

You may choose your child care provider from:

- A State licensed Child Care Center
- A State licensed Child Care family or group home
- A license-exempt provider, such as a preschool, a school age program, relative or other person, if you obtain a Child Care Certification Provider Agreement from your DSS Case Manager. The provider must fill out this form and the provider must agree to accept the current state payment rate.

## **Eligibility**

The service is available for children from infancy through twelve years of age. DSS determines eligibility based on the need for service and income. The income limit is currently set at 200% of the Federal Poverty Level (FPL – see charts on the next page). If your child is older than 12 and has a special need, you still may be eligible to receive child care.

Family Size	Gross Annual Income	Gross Monthly Income
1	21,660	1,805
2	29,140	2,429
3	36,620	3,052
4	44,100	3,675
5	51,580	4,299
6	59,060	4,922
7	66,540	5,545
8	74,020	6,169
9	81,500	6,792
10	88,980	7,415

## **FOR ADDITIONAL INFORMATION**

### **Hudson State Service Center-AREA IV**

501 Ogletown Road 453-2800

**2010 Countable Income Limits, 200%FPL**