Dear Parent/Guardian,

Thank you for your interest in the University of Delaware Early Learning Center! We provide quality early care & education to children ages six weeks to twelve years.

Please find the following items enclosed in this registration packet:

- *Welcome to the Early Learning Center!* 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 Fact Sheet* On these two pages you will learn the nuts & bolts of the ELC, including times of operation, ratios, tuition rates, meals provided and more.

- *Early Learning Center Wait List* As you will see upon reviewing this page, the ELC has multiple enrollment priorities, including children living in poverty, children with diagnosed disabilities, children living in foster care, and University families.

- *Early Learning Center 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*.

Registrations can be faxed (831-1829), scanned/emails to *ud-elm@udel.edu*, hand-delivered or mailed to: Early Learning Center, University of Delaware, 489 Wyoming Road, Newark, DE 19716.

Should you have any questions, contact the Early Learning Center via email at *ud-elm@udel.edu* or by calling (302) 831-6205. Our business hours are Monday through Friday, 7:00am-6:00pm.

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

Dr. Linda Zankowsky, Director
WELCOME to the Early Learning Center!

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.

At the time of your enrollment, and each year after that, these activities will be described to you. The Early Learning Center is a state-of-the-art facility that includes observation windows, audio-recording and video-recording in all classrooms and most other spaces. If you feel that you and/or your child cannot participate in these activities, it will be necessary for you to find another source of care for your child.

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.

If you have any questions, please call the center at (302) 831-6205. We look forward to having you join us!
FACT SHEET

Address: UD Early Learning Center
489 Wyoming Road
Newark, Delaware 19716
Phone: 302 831-6205
Fax: 302 831-1829
Email: ud-elm@udel.edu
Website: www.udel.edu/elc

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

Capacity: 254 children, ages six weeks – 3rd Grade

<table>
<thead>
<tr>
<th></th>
<th>Infants</th>
<th>Toddlers</th>
<th>Preschool</th>
<th>School Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ages</td>
<td>24 children</td>
<td>48 children</td>
<td>124 children</td>
<td>48 children</td>
</tr>
<tr>
<td>Ages one to three</td>
<td>Ages 6 wks to 12-16 months</td>
<td>Ages three to four+ years</td>
<td>Kindergarten - 3rd Grade</td>
<td></td>
</tr>
<tr>
<td>years</td>
<td>6 classrooms</td>
<td>8 classrooms</td>
<td>3 classrooms</td>
<td></td>
</tr>
</tbody>
</table>

Staff/Child Ratios:

<table>
<thead>
<tr>
<th></th>
<th>Infants</th>
<th>Toddlers</th>
<th>Older Tods</th>
<th>Preschool</th>
<th>Pre-K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratio</td>
<td>1:3, maximum group size 6</td>
<td>1:4, maximum group size 8</td>
<td>1:6, maximum group size 12</td>
<td>1:8, maximum group size 16</td>
<td>1:9, maximum group size 18</td>
</tr>
</tbody>
</table>

Tuition: Effective 08/01/2018

<table>
<thead>
<tr>
<th></th>
<th>Infants</th>
<th>Toddlers</th>
<th>Preschool</th>
<th>School Age – B/A Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>$1,447 per month</td>
<td>$1,313 per month</td>
<td>$1,111 per month</td>
<td>$505 per month</td>
</tr>
</tbody>
</table>

* Full day care provided on days school is closed at NO ADDITIONAL FEE. We follow the Christina School District, Newark Charter, College School and Laboratory Preschool calendars.
**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:

<table>
<thead>
<tr>
<th>Late Pick-Up</th>
<th>$5 for the first minute, $1/minute per child for each additional minute.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Tuition Payment</td>
<td>$5 per day with the late charges beginning the 5th of the month, such that the 5th 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.</td>
</tr>
<tr>
<td>Non-Sufficient Funds (NSF)</td>
<td>$25</td>
</tr>
</tbody>
</table>

- 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. In addition, there are five professional development days per year. On even numbered years, the ELC will be closed on Election 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 Place Elementary, Caravel Academy, Aspira Academy, Newark Charter)

**REQUIRED TO REGISTER:**

- A completed registration form along with the Parent’s Right to Know Notice.
- 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.)
The University of Delaware Early Learning Center maintains a year-round, on-going wait list for new enrollments. Families may be placed on the wait list by completing a registration form. **This registration is not an enrollment application and does not guarantee your child’s enrollment on the date desired.** All information gathered will be held in strict confidence and will not be available to sources outside of the Early Learning Center.

As full-time spaces become available, they will be filled based on available space while balancing diversity, gender and the ability to move the child up to the next level in the program. For example, if enrolling a twelve-month old infant an available space would be needed in the infant program and another space would be required four months later (at age 16 months) in the toddler program in order to meet the child’s developmental needs.

Priority for the Early Learning Center is as follows:

1. Currently enrolled children transitioning to another classroom (e.g. an infant moving up to a toddler room)
2. Siblings of currently enrolled children
3. University of Delaware employees
4. Purchase of Care recipients, up to 30% of the total enrollment
5. Children with a diagnosed disability, up to 20% of the total enrollment
6. Children living in foster care, up to 10% of the total enrollment
7. University of Delaware students and members of the general community who do not meet the requirements of 1-4 will be offered spaces in order of registration date.

Although you are welcome to contact the ELC regarding the status of available spaces, due to the number of variables involved in the enrollment process it is difficult to predict a definite enrollment date until you are contacted and offered a space.

**Please note that due to wait list priorities, it is possible for another family to receive a space before your child if they are in a higher priority category, even if you registered before them.**

When an opening occurs for your child that meets the availability requirements noted above you will be contacted and offered a space.

**Part-time spaces are not available.**
**REGISTRATION FORM**

Please complete a separate registration form for each child.

Return to: Early Learning Center, University of Delaware, Newark, DE 19716

Child’s Name: ___________________________ Age: _______ Date of Birth: ___________ Sex: _______

Child’s Address: ____________________________

Home Telephone: (______) ___________________ Email Address: ____________________________

**Parent/Guardian Information:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to Child:</td>
<td>Relationship to Child:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
<tr>
<td>Name of Employer:</td>
<td>Name of Employer:</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Work Phone:</td>
</tr>
</tbody>
</table>

With what race/ethnicity does your family identify? ________________________________

**Care Needed:** Please note part time care is not available

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

If applicable: My school age child attends __________________________ Elementary School in grade ______.

**Additional Information – ALL SECTIONS MUST BE COMPLETED:**

<table>
<thead>
<tr>
<th>□ Yes □ No</th>
<th>Faculty ______ Staff ______ Student ______ Department ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: ______ Empid# (studentid#)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Yes □ No</th>
<th>This child currently qualifies for Purchase of Care.</th>
</tr>
</thead>
<tbody>
<tr>
<td>* You must attach a copy of this child’s current authorization form - Do NOT request Early Learning Center POC authorization at this time</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Yes □ No</th>
<th>This child has a diagnosed disability and an active IFSP (Individual Family Service Plan) or IEP (Individual Education Plan).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnosis: ______</td>
<td>Services received: ______</td>
</tr>
</tbody>
</table>

| □ Yes □ No | This child lives in foster care, or has lived in foster care or an orphanage at some time. |

- I understand that while 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.

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Parent/Guardian Signature ___________________________ Date: __________

Office Use Only  Date Received: ___________ Time: ______ Initials: _______

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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: ____________________________
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. If your child is older than 12 and has a special need, you still may be eligible to receive child care.

FOR ADDITIONAL INFORMATION

Hudson State Service Center - AREA IV
501 Ogletown Road 453-2800
Newark, DE 19711

Federal Poverty Level 200% (FPL)

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Gross Annual Income*</th>
<th>Gross Monthly Income*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23,544</td>
<td>1,962</td>
</tr>
<tr>
<td>2</td>
<td>31,860</td>
<td>2,655</td>
</tr>
<tr>
<td>3</td>
<td>40,188</td>
<td>3,349</td>
</tr>
<tr>
<td>4</td>
<td>48,504</td>
<td>4,042</td>
</tr>
<tr>
<td>5</td>
<td>56,820</td>
<td>4,735</td>
</tr>
<tr>
<td>6</td>
<td>65,148</td>
<td>5,429</td>
</tr>
<tr>
<td>7</td>
<td>73,464</td>
<td>6,122</td>
</tr>
<tr>
<td>8</td>
<td>81,780</td>
<td>6,815</td>
</tr>
</tbody>
</table>