Director’s Welcome

Welcome to the Early Learning Center at the University of Delaware. We are delighted you have chosen to partner with us to support the growth, development and learning of your child. The Early Learning Center is a “learning space” and is home to a diverse community—children and families, ELC staff practitioners, faculty, UD students, and community partners joining in an effort to impact each other and promote promising practices where all members blossom, and each learner’s abilities and gifts are able to flourish.

The values and beliefs of the Early Learning Center are evident in the way children and adults engage with each other daily.

We believe all individuals need to learn in a culture that promotes:

Respect for self: We see children as competent members of society from birth. We value their creativity and nurture their development and learning. We support the need for autonomy and help children and adults discover ways to continually grow and evolve.

Respect for others: We see children as members of our learning team. Teamwork is our support system and allows all members of the ELC to effectively work on individual and long-term goals. Adults honor the thinking of all participants of the learning community and communicate in ways to support the optimal outcome for everyone involved.

Respect for the environment: We see the environment as an extension of our learning. How we care for and develop our spaces for learning will direct the way we behave in the space. Just as humans evolve, we hope our learning environments are also continually evolving and reflect the ongoing learning that takes place at the Early Learning Center.

The Educational Leadership Team includes two Associate Directors, Kelly Freel our Infant-Toddler expert and Jessica Peace our Preschool/PreK and School-Age expert.

Our Infant-Toddler program is a state of the art child development program where educators engage with families and children to promote healthy, supportive learning opportunities for our youngest members and challenge their curiosity and language development as they learn to understand self and the world around them.

As children transition from the Infant-Toddler world, they are met with great expectation in our quality preschool and PreK program. Our educator’s welcome children and families into group learning experiences where children will begin to discover more about friendship, exploring increasing complex ideas and learning more about how our language and communication skill will set the foundation for later reading and lifelong learning.
We are confident you have chosen the best early learning environment for your child/children. We strive to provide a learning space for all individuals across the age-span and look forward to partnering with you as we support the learning and development of your child.

Sincerely,

Diana Morello-DeSerio, EdD. Director ELC
Kelly Freel, B.S. Associate Director Infant-Toddlers
Jessica Peace, M.S. Associate Director Preschool/School-Age
Table of Contents

- **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 find an overview of the ELC, including times of operation, ratios, tuition rates, meals provided and more.

- **Early Learning Center Wait List**, provides information regarding the process for registering your child and how the waitlist is managed.

- **Early Learning Center Registration Form** Once completed and returned your child will be added to the ELC waitlist. Registration does not guarantee enrollment at the Early Learning Center.

- **Parents Right to Know Notice** Return along with the registration form.

- **Purchase of Care** provides information to families who may qualify for state subsidized financial assistance.

- **Families As Partners Agreement** This will need to be returned 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** and the completed **Families as Partners Agreement** form.

Registration paperwork can be faxed (831-1829), scanned/emailed to ud-elc@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-elc@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!
Welcome to the Early Learning Center at the University of Delaware. You will find that the ELC is a welcoming diverse community that values respect of others, respect of self, and respect of our environments as commonly held agreements in all we do.

Being on the campus of the University of Delaware means that we have many unique advantages; opportunities to participate in research and access to current information on early childhood, teacher candidates who bring new and fresh ideas to our program, and a continual opportunity for our teachers to grow professionally.

Mission of the Early Learning Center
To provide a model of quality early care and education services for children and their families which supports the academic and research programs of the University.

Vision of the Early Learning Center
To lay the foundation for exceptional practice for future leaders in the field of early childhood education in partnership with families, the university community and professionals locally and globally, and most importantly for our children.

Programs at the Early Learning Center
For children to grow cognitively, physically, and socially, they need stable relationships with adults who know them and their families well. The ELC provides full day programming. There are no part day options.

- In our Infant/Toddler program, children stay with the same caregivers from infancy until they are ready to move to the preschool program.
- Three to five year olds (preschool) are supported through the foundations of the Creative Curriculum, age appropriate Language and Literacy Strategies and on evidence based framework to support the social/emotional growth and development of children.
- Our School Age program serves children from kindergarten to third grade in multiage classroom settings by offering age appropriate activities that support their social emotional growth.
- A nine week School Age Summer Camp provides opportunities for children to explore their individual interests. Families have the option of signing up for 4 weeks or more.

Professional Development
Providing continual high quality programming for all children requires that staff stay abreast with current best practices and research. Throughout the year, the ELC is closed for whole staff professional days. Past professional development trainings have included trauma informed practices, behavior management and social emotional developments. In addition, our staff meets throughout the week to reflect together on the implementation of new practices in their classrooms. Because of this emphasis, the ELC staff routinely exceeds the required 18 hours for professional development required by the state Offices of Childcare Licensing and more importantly, your child’s learning opportunities are enhanced.
Early Intervention

The Early Learning Center partners with Child Development Watch and with local school districts to support students who may need additional support with developmental milestones. The Early Learning Center believes all children should be supported in the least restrictive environment with their peers when possible.

Participation in Research

In line with the mission and vision of the Early Learning Center, we ask that all families enrolled in the ELC participate in the research activities that will allow us all to learn more about children’s development and to better support families. If at any time a family decides to no longer participate in a research project you may inform your child’s teacher. Enrollment at the Early Learning Center is not based on participation in research projects.

Teacher Candidates

The Early Learning Center is a host site for student placements and observations. The ELC staff mentor and support undergraduate and graduate students placed at the ELC.
Early Learning Center FACT SHEET

Address: UD Early Learning Center
489 Wyoming Road
Newark, Delaware 19716

Phone: 302-831-6205
Fax: 302-831-1829
Email: ud-elic@udel.edu
Website: www.elc.udel.edu
Hours of Operation: Monday — Friday
7:00 a.m. -6:00 p.m.

Capacity: 249 children, ages six weeks — 3rd Grade

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<tbody>
<tr>
<td>Infants</td>
<td>24 children</td>
<td>Ages 6 wks to 12-16 months</td>
<td>4 classrooms</td>
</tr>
<tr>
<td>Toddlers</td>
<td>58 children</td>
<td>Ages one to three years</td>
<td>7 classrooms</td>
</tr>
<tr>
<td>Preschool</td>
<td>137 children</td>
<td>Ages three to five years</td>
<td>8 classrooms</td>
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<tr>
<td>School Age</td>
<td>30 children</td>
<td>Kindergarten - 3rd Grade</td>
<td>2 classrooms</td>
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</tbody>
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Staff/Child Ratios: * Ratios are based on square footage of classrooms and age of children

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<tbody>
<tr>
<td>Infants</td>
<td>1:3, maximum group size 6</td>
<td></td>
</tr>
<tr>
<td>Toddlers</td>
<td>1:6, maximum group size 12</td>
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</tr>
<tr>
<td>Older Toddlers</td>
<td>Range of 1:4 to 1:6</td>
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<tr>
<td>Preschool</td>
<td>1:10, maximum group size 20</td>
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<tr>
<td>Pre-K</td>
<td>Range of 1:8 to 1:10</td>
<td></td>
</tr>
<tr>
<td>School Age</td>
<td>1:15, maximum group size 15</td>
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Tuition: Effective 08/01/2020

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Tuition Rate</th>
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<tbody>
<tr>
<td>Infants</td>
<td>$1,476 per month</td>
</tr>
<tr>
<td>Toddlers</td>
<td>$1,339 per month</td>
</tr>
<tr>
<td>Preschool</td>
<td>$1,133 per month</td>
</tr>
<tr>
<td>School Age — B/A Care</td>
<td>$515 per month*</td>
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</tbody>
</table>

*Tuition for School Age – B/A Care includes full-day coverage when schools are closed for professional development, spring break and snow days (approximately 20 days throughout the school year). If there are additional full days of care needed and that we are able to accommodate, there would be additional daily tuition rates.

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, and $1/minute per child for each additional minute.
  - Late Tuition Payment - $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.
  - Non-Sufficient Funds (NSF) - $25

Tuition cannot be altered due to

- days missed due to holidays, in-service days, vacation, illness, or emergency closure of the ELC
- and/or siblings or multiple births

Meals

- Breakfast, Lunch and an Afternoon Snack are included in tuition for all age groups
- Parent/guardian may be required to supply food for children who require a special diet that has been prescribed by a physician

Purchase of Care

- Tuition Rate = State assigned monthly-pay
- Monthly-pay is due weekly in advance of services

Days Closed Annually

- New Year’s Day, Martin Luther King Jr’s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Winter Holiday. In addition, there are 8 professional development days and 2 conference days per year.
- On even number years, the ELC will be closed on Election Day.
Transportation

- For school age children, transportation is offered through your child’s school, not the ELC. You must complete a transportation form for your child through your child’s service school (Aspira Academy, Newark Charter and West Park Place Elementary).

Required to Register

- A completed Registration Form, signed Parents Right to Know form and Families as Partners Agreement Form.
- Prior to enrollment, proof of Purchase of Care authorization form for current provider. Do NOT get Early Learning Center POC 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 registrations. Families may be placed on the wait list by completing and returning a registration form along with the Parents Right to Know and Family’s as Partners Agreement forms. 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.

When a spot becomes available, you will be contacted to complete a phone interview so that we might better understand your child and your hopes and dreams for them at the ELC. This interview will provide information to assist us in determining the best placement for your child. It is a precursor to an enrollment offer. A $100.00 non-refundable deposit is required and will be deducted from your first months tuition.

Families on the waitlist will be contacted as full-time spaces become available. Offer of enrollment considerations include but are not limited to:

- Currently enrolled children transitioning to another classroom (e.g. an infant moving up to a toddler room)
- Age of child
- Siblings of currently enrolled children
- University of Delaware employees and students
- Community members
- Purchase of Care recipients
- Children with a diagnosed disability
- Children living in foster care

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

Please note that it is possible for another child to receive a space before your child even if you registered before them because they fit one of the above considerations.
Registration Form

Please complete a separate registration form for each child.

Return to: University of Delaware Early Learning Center, 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>
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<tbody>
<tr>
<td>Relationship to Child:</td>
<td>Relationship to Child:</td>
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<tr>
<td>Address:</td>
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</tr>
<tr>
<td>Home Phone:</td>
<td>Home Phone:</td>
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<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:

[ ] Yes  [ ] No  One or more parent/guardian is an UD employee receiving benefits. Full-time _____ part-time _____
Faculty _______ Staff _______ Student _______ Department _______________________________
Title ___________________ Empid# (studentid#)__________________________

[ ] Yes  [ ] No  This child currently qualifies for Purchase of Care.
* You must supply a copy of this child’s current authorization form prior to enrollment - Do NOT request Early Learning Center POC authorization at this time

[ ] Yes  [ ] No  This child has a diagnosed disability and an active IFSP (Individual Family Service Plan) OR IEP (Individual Education Plan). Diagnosis: ___________________________ Services received: ___________________________

[ ] 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 waitlist, it does not guarantee enrollment for my child on a specific date.
► I have read the information sheets provided to me regarding the waitlist and ELC activities, including my on-going responsibility to participate in research.
► Registration form must be returned with a signed copy of the Parent’s Right to Know Notice and Families as Partners agreement.
► During the enrollment process, you will be contacted to complete a phone interview so that we might better understand your child and your hopes and dreams for them at the ELC.

______________________________________________      __________________________
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:

OR

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

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 have 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: _____________________________

Office Use Only.
Date entered into system: _______________  Initials: _______________
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 child 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 or 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.

For additional Information contact

Hudson State Service Center – AREA IV
501 Ogletown Road
Neark, DE 19711
Phone: (302) 453-2800

Federal Poverty Level 200% (FPL)

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Gross Monthly Income*</th>
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<tbody>
<tr>
<td>1</td>
<td>2,082</td>
</tr>
<tr>
<td>2</td>
<td>2,818</td>
</tr>
<tr>
<td>3</td>
<td>3,555</td>
</tr>
<tr>
<td>4</td>
<td>4,292</td>
</tr>
<tr>
<td>5</td>
<td>5,028</td>
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<tr>
<td>6</td>
<td>5,765</td>
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<tr>
<td>7</td>
<td>6,502</td>
</tr>
<tr>
<td>8</td>
<td>7,238</td>
</tr>
</tbody>
</table>

2019-2020 Countable Income Limits 200% FPL

From https://www.dhss.delaware.gov/dhss/dss/fpl.html
Updated Families as Partners Agreement and COVID Assumption of Risk

Families are essential partners with the staff at the UD Early Learning Center as we all work to support the development of your child. Research indicates that the first years of life are critical for a young child’s brain development. It is a time of tremendous possibilities and vulnerabilities when development hinges on both healthy environments and relationships. Working together, the ELC team and families make a difference in the lives of young children and lay the foundation for healthy school relationships for years to come. The home and school partnership is collaborative and respectful helping all children to flourish. This agreement outlines our individual responsibilities, so that as a community, we are strong and present for children.

Because of the COVID-19 Pandemic, we must revise our Families as Partners Agreement to meet guidelines set forth by the Centers for Disease Control and Prevention (CDC), and Delaware Office of Child Care Licensing (OCCL) to ensure the health and safety of children, families and staff. Items in italics marked with an asterisk*, are updates required by the CDC and OCCL.

We have also included an Assumption of the Risk document that states you understand the risks associated with sending a child to the ELC during the COVID Pandemic. This Updated Families as Partners Agreement and COVID Assumption of Risk must be signed before your return to the ELC.

The ELC responsibilities include:

- Welcoming families as active partners in their child's education- including ongoing goal setting, observations, and assessment
- Celebrating family diversity and cultures and providing opportunities for volunteering, talent, and idea sharing
- Scheduling Family Conferences twice a year as well as providing multiple vehicles for collaborative communication throughout the year.
- Offering daily opportunities- all year- for all children to explore in the outdoor learning environments
- Maintaining the highest health and safety standards - meeting or exceeding state and national recommendations- in our center and outdoor learning environments.
- *Having a written plan to address requirements as well as additional practices to prevent the spread of and respond to COVID-19. The ELC’s Re-opening Plan is based on the Department of Services for Children, Youth, and their Families (DSCYF) template (which can be found here: DSCYF) and will be made available to current families prior to re-enrollment and new families prior to initial enrollment. The Re-opening Plan will include, but is not limited to, the following items:
  - ELC staff working in child care facilities must wear cloth face coverings while at work;
  - Each staff member and child (or the child's parent may answer on their behalf) is screened with a basic questionnaire each time they enter the child care facility;
  - Adhere to the guidelines for group size and mixing of groups per the DSCYF; and
  - Adhere to additional cleaning and sanitizing practices per the DSCYF and CDC recommendations.
The ELC Family responsibilities include:

- Sharing their beliefs, values, and culture with program staff
- Participating in their child's growth and development by attending family conferences, goal setting and collaborating with teaching teams, support in learning at home, and attending family events
- Communicating with teaching teams any questions, concerns, changes, or family events that may impact child comfort and success at the ELC
- Providing appropriate clothing for children to experience the outdoors throughout every season
- Following all health and safety policies and procedures as outlined by the ELC Family Handbook
- *Following the health and safety guidelines in the Re-Opening Plan as per the requirements of the CDC and OCCL for families of children in childcare settings. The requirements include, but are not limited to, the following items:
  - Families are to provide cloth face coverings for their child(ren) marked with the child’s name and teacher’s name. For more information, see: [Face Covering Guidance](#);
  - Report child’s health condition each day upon arrival and/or have child screened at check in area.; and
  - Follow drop off and pick up procedures which limits adult interaction at the ELC.

Our shared responsibilities include:

- Committing to being role models for all children at the ELC. This includes respectful communication in person and in writing, putting away cell phones, and being present for our children and our center community
- Completing all child assessments and screenings - following up on recommendations for additional supports and resources
- Advocating-families and ELC together- in IFSP/IEP eligibility meetings, annual review meetings, and transition meetings with school districts
- *Continuing a united commitment to provide a safe learning environment for children.

ASSUMPTION OF RISK:

The novel coronavirus, COVID-19, is a highly infectious disease declared by the World Health Organization to be a global pandemic. There is no current vaccine for COVID-19. COVID-19’s highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Because of this highly contagious nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease ([https://www.who.int/health-topics/coronavirus#tab=tab_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)). By signing this Updated Families as Partner Agreement and Assumption of Risk, I understand and agree that I am voluntarily enrolling my child at the ELC.
I understand that ELC has put in place new safety rules and precautions in order to mitigate the spread of COVID-19, which rules and precautions may be updated at any time. While acknowledging that these rules and precautions may or may not be effective in mitigating the spread of COVID-19, I agree that my child must reasonably comply with such rules and precautions which may include, but are not limited to, mask wearing, hand washing, hand sanitizing, and social distancing to the extent possible given the nature of the ELC program. I understand that if I, or my child, fail to comply with these rules and precautions the administration will work with the family to resolve the compliance issue but ultimately, my child (a) may be asked not to attend the ELC until he or she can comply or (b) may be asked to permanently leave the ELC.

I understand and acknowledge that given the unknown nature of COVID-19, it is not possible to fully list each and every individual risk of contracting COVID-19, which include quarantine requirements, serious illness, disability, and/or death. I acknowledge that ELC, and the University of Delaware, are an open campus, which limits ELC’s ability to control students and visitors on campus. I recognize that ELC cannot limit all potential vectors for COVID-19 infection. In particular, I understand and acknowledge that ELC may not be able to adhere to social distancing in a childcare setting. I acknowledge that I have asked for and/or been given any information that I may need to determine the risks associated with my child attending ELC and to make an informed assumption of those risks.

I voluntarily assume full responsibility for any and all risks of illness or injury associated with my child’s exposure to COVID-19. *I understand that it is my responsibility to adhere to the amended Family as Partners Agreement, which include the recommendation of the CDC and OCCL*

Beyond a good faith effort to comply with applicable laws and not engage in willful or reckless misconduct, neither ELC nor the University of Delaware will be responsible for the prevention of any particular injury or condition sustained during your child’s attendance at the ELC.

I understand my responsibilities in this partnership agreement and look forward to positively contributing to the healthy development of children and families in this learning community. My signature below indicates that I am at least eighteen years of age and that I have read and understand the above statements and intend to be bound legally by its terms.

Child’s Name

Parent/Guardian Signature    Date

Administrator Signature

Registration Packet 2020