



## Application Form

Please complete a separate application form for each child. Return only page 1 and 2.

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

Or Return via Email: UD-ELC@udel.edu

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:

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

Please note part time care is not available.

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

<input type="checkbox"/> Yes <input type="checkbox"/> No	One or more parent/guardian is a full time UD employee   Faculty ____ Staff ____ Emp ID# _____ Department _____ Title _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	One or more parent/guardian is a full time UD student   UD Student ID# _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	This child currently qualifies for Purchase of Care. <i>You must supply a copy of child's <u>current</u> authorization form <u>prior</u> to enrollment. Do NOT request Early Learning Center POC authorization now.</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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	This child has siblings. If yes, please provide names & ages of siblings on next line.

► I understand that while this application 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.

► Application 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 may 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



College of Education  
& Human Development  
EARLY LEARNING CENTER

489 Wyoming Road  
Newark, DE 19716  
Phone: 302-831-6205  
Fax: 302-831-1829

### **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 childcare facility. To review a childcare facility record, contact:

Office of Child Care Licensing  
3411 Silverside Road  
Concord Plaza  
Hagley Building  
Wilmington, DE 19810  
302-832-5822

You may also view substantiated complaints and compliance review histories by visiting the Office of Child Care Licensing's child care search at [https://education.delaware.gov/families/occl/child\\_care\\_search/](https://education.delaware.gov/families/occl/child_care_search/)."

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: \_\_\_\_\_



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### **Application Information Packet 2023-2024**

We appreciate your interest in our community at the University of Delaware Early Learning Center (ELC). Prior to enrolling in our center, families must complete an application packet to be placed on our waitlist. Our goal is to enroll your child as soon as a spot becomes available. You may apply by returning a completed form for each child and the signed copy of the Parents Right to Know Notice. Completed documents may be submitted via mail, email, fax or in person during business hours. We are open Monday-Friday 7AM-6PM.

Submitting an application form does not guarantee your child's enrollment. When a spot becomes available, you will be contacted by one of our Co-Directors for an interview to determine the best placement for your child. A \$100.00 non-refundable deposit and a completed enrollment packet is required to enroll once you are contacted with a tentative offer. The deposit will be deducted from your first month's tuition.

Families on our waitlist will be contacted as spaces become available. Due to a multitude of variables involved in the enrollment process, we are unable to predict a definite enrollment date until you are contacted with an offer for enrollment. 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 or more of the considerations outlined below.

Consideration for enrollment offers include but are not limited to:

- Currently enrolled child transitioning to another classroom (e.g. infant moving to toddler)
- Age of child
- Siblings of currently enrolled children
- University of Delaware employees and students
- Participation in New Directions Early Head Start or Early Childhood Assistance Program
- Children living in foster care
- Children with a diagnosed disability
- Purchase of Care authorization
- Community members

### **Application Information Packet Contents**

- Director's Welcome
- ELC Vision, Mission & Community
- ELC Fact Sheet
- Tuition & Schedule
- Purchase of Care



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### **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 our Co- 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 educators 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 skills 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,

Kelly Freel, B.S. Co-Director Infant-Toddlers

Jessica Peace, M.S. Co-Director Preschool/School-Age



### **Vision, Mission & Community**

The University of Delaware Early Learning Center is a collaborative learning environment where the ELC, university and community work together to provide early learning experiences to support each child, each family, professional educators and future educators. Each classroom varies to reflect the ages of the children, their unique interests and early learning practices supported through research and practice.

At the ELC:

- Children are valued for their ability to do meaningful work, their sense of wonder and curiosity, their perspectives, and their ability to play.
- Families are valued for their bonds and traditions, their ability to play, their commitment to work, home, and community, and their dreams for their children.
- Staff are valued for their vision, their delight in children, their skill and knowledge, their commitment to families.
- Community is valued for their support of children and families, their contribution to the wellbeing of all members and their acts of collaboration to support the future of all individuals

#### **Vision of the Early Learning Center**

The UD Early Learning Center is a community of learners where equitable and inquisitive learning experiences instill confidence, resiliency, compassion, and creativity.

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

As leaders of exceptional practices in early childhood education, we celebrate and honor each child and their family to promote optimal development for all. We design engaging environments with children where learning is fostered through play and inquiry, conversations, and discovery. Engagement and collaboration with the academic and research programs of the University of Delaware and the broader community promotes innovative and reflective practices.

#### **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 School Age **Summer Camp** provides opportunities for children to explore their individual interests.

**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 Facts**

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

Phone: 302-831-6205

Fax: 302-831-1829

Email: [ud-elc@udel.edu](mailto:ud-elc@udel.edu)

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

Family Handbook & Resources: [www.elc.udel.edu/parents/](http://www.elc.udel.edu/parents/)

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

**Capacity: 249 children, ages six weeks — 2nd Grade**

<b>Infants</b>	24 children	Ages 6 weeks to 12-16 months	4 classrooms
<b>Toddlers</b>	58 children	Ages one to three years	6 classrooms
<b>Preschool</b>	137 children	Ages three to five years	8 classrooms
<b>School Age</b>	30 children	Kindergarten – 2nd Grade	2 classrooms

**Staff/Child Ratios: \* Ratios are based on square footage of classrooms and age of children**

<b>Infants</b>	1:3, maximum group size 6
<b>Toddlers Older Toddlers</b>	1:6, maximum group size 12 Range of 1:4 to 1:6
<b>Preschool Pre-K</b>	1:10, maximum group size 20 Range of 1:8 to 1:10
<b>School Age</b>	1:15, maximum group size 15





### Tuition & Schedule

**Effective 09/01/2023**

<b>Infants</b>	\$1,580 per month
<b>Toddlers</b>	\$1,434 per month
<b>Preschool</b>	\$1,214 per month
<b>School Age — B/A Care</b> *Tuition for School Age – School Age before/after care pricing includes only before and after care when school is open. Any days off from school requiring full day coverage will be offered if staffing allows on a first come, first serve basis at additional cost.	\$550 per month*

#### **Important Facts about Tuition**

- Payment options: Check, money order, online ACH, or payroll deduction for UD employees.
- Tuition is due monthly in advance of service by the first of the month. If you choose payroll deduction, 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 5<sup>th</sup> of the month, and a \$25 fee will be applied on the 6th day of the month, and \$5 will be added for each calendar day payment is late thereafter.
  - *Non-Sufficient Funds (NSF)* - \$25

#### **Tuition cannot be altered or discontinued 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

#### **Days Closed Annually**

- New Year's Day, Martin Luther King Jr's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the day after, Winter Holiday. In addition, there are approximately 9 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 offer bus service to/from the ELC.



## **Purchase of Care**

Purchase of Care is Delaware's childcare subsidy program available through Delaware Department of Health and Social Services. This service is available to parents, grandparents, or other related adults responsible for the child's care.

Child care services are available for children under the age of 13. The Division of Social Services determines eligibility based on a family's income and need for service. The income limit is currently set at 185% of the Federal Poverty Level (FPL). If your child is older than 13 and has a special need, you still may be eligible to receive child care. You may contact the Delaware Department of Health and Social Services for additional information or to apply at <https://www.dhss.delaware.gov/dhss/dss/childcr.html>.

### **2022-2023 CHILD CARE INCOME LIMITS (Effective October 1, 2022 - September 30, 2023)**

<b>Family Size</b>	<b>Maximum Gross Monthly Income at Application 185% FPL</b>	<b>Maximum Gross Monthly Income at Redetermination 200% FPL</b>	<b>Maximum Gross Monthly Income During Authorization 85% SMI</b>
1	\$2,096	\$2,266	\$3,894
2	\$2,823	\$3,052	\$5,092
3	\$3,552	\$3,840	\$6,290
4	\$4,279	\$4,626	\$7,488
5	\$5,006	\$5,412	\$8,686
6	\$5,735	\$6,200	\$9,884
7	\$6,462	\$6,986	\$10,108
8	\$7,189	\$7,772	\$10,333
9	\$7,918	\$8,560	\$10,557
10	\$8,647	\$9,348	\$10,782