

# WOU/TEACHING RESEARCH CHILD DEVELOPMENT CENTER

Application/Contract 2009-2010

Providing Care and Education for Preschool Children ages 30 months - 6 Years.

**Please Print Clearly**

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Age: \_\_\_\_\_

Please check one:  WOU Student  WOU Faculty/Staff  Other

**SERVICES ARE REQUESTED FOR: (check all that apply)**

Full Year **OR**  Fall '09  Winter '10  Spring '10

Extended year option. 4 additional weeks total: Sept 8-25 & Dec 14-18.  
Aligns with calendar for Central School District students and applies for fall term only.  
The WOU calendar for winter and spring terms already align.

Waiting list for next year 2010-2011 (I understand prices subject to change).

## CHILD ENROLLMENT OPTIONS

**\*\*PRICES ARE PER TERM - Fall/Winter/Spring\*\***

Options (Please indicate your service choice)	REGULAR RATE per term	WOU STUDENT RATE per term	Extended year option (add amt below to Fall term only)
<input type="checkbox"/> Full day service, 5 days/week, 7:30 am - 5:30 pm	\$2,064	\$1,445	\$666
<input type="checkbox"/> Full day service, 4 days a week 7:30 am - 5:30 pm*	\$1,816	\$1,271	\$586
<input type="checkbox"/> Full day service, 3 days a week 7:30 am - 5:30 pm*	\$1,362	\$954	\$440
<input type="checkbox"/> Morning only, 5 days a week 7:30 am - 12:30 pm	\$1,135	\$795	\$366
<input type="checkbox"/> Afternoon only, 5 days a week, 11:30 - 5:30	\$1,362	\$954	\$440

\* For 3 and 4 day week options please indicate the days your child will be attending:

Monday  Tuesday  Wednesday  Thursday  Friday  Don't know schedule yet

If my application is approved, I agree to the conditions of services stated on the back of this application.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_ SSN or WOU V # \_\_\_\_\_

For office use only:  New Application  Change      DATE RECEIVED \_\_\_\_\_

This request for service is  Approved  Denied      Reason \_\_\_\_\_

Classroom: \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

## TEACHING RESEARCH CHILD DEVELOPMENT CENTER

1. **LOCATION:** The Center is located in Todd Hall on the Western Oregon University campus and is operated by The Teaching Research Institute.
2. **ENROLLMENT:** Enrollment is open to children between the ages of 30 months and 6 years. Openings in the Center will be filled on a first come first served basis with preference given to children of Western students whenever possible, and families needing full time slots. Changes in enrollment will be granted depending on availability and at the discretion of center management.
3. **HOURS OF OPERATION:** The Center is open from 7:30 a.m. to 5:30 p.m., Monday through Friday. Enrollment options are listed on the front of this application. Your child must be picked up by the time listed on the option you choose. There will be a \$5.00 per minute fine for late pick up. Your account will reflect these charges. Preschool sessions are 9:00 to 12:00 each morning.
4. **FEES:** Childcare fees are listed on the front of this application for each option available and will be billed to the parent (or other responsible party) before the beginning of each term by WOU, in accordance with your revolving charge account contract. The payment due date will be listed on your billing. WOU employees have a payroll deduction option. **Childcare fees must be current to continue to receive childcare services.** Questions about interest rates or collection policies should be directed to Marilyn Hoeckle (838-8202).
5. **WESTERN STUDENT DISCOUNT:** A special child care tuition subsidy is available for Western undergraduate students enrolled for 6 or more credit hours and for Western graduate students enrolled for 3 or more credit hours. This discount is provided by funds allotted from the Incidental Fee Committee. Actual enrollment will be verified for those persons receiving the WOU student subsidy.
6. **WITHDRAWAL FROM THE CENTER:** If you find it necessary to withdraw your child from the Center after your application has been accepted, your request must be in writing and will become effective on the later of: 1) the date the request is received by the Center; or 2) the date specified in your written request. You will be billed for the days elapsed in the term, whether your child was in attendance or not, plus a \$50 processing fee.
7. **LUNCH AND OTHER SUPPLIES:** A healthy lunch for each child must be provided by the parent. Breakfast and an afternoon snack will be provided by the Center. Disposable diapers and wet wipes must be provided by the parent when needed. Additional information is listed in our family handbook.
8. **IMMUNIZATION/AUTHORIZATION FORMS:** A current child immunization record must be on file with the Center within 30 days of enrollment. Enrollment forms with emergency and pick up information must be on file prior to the start of service.
9. **FAMILY HANDBOOK/CALENDAR:** Each family will receive a family handbook and Center calendar upon enrollment. The handbook covers Center policies the family must be familiar with. The Center reserves the right to deny (or to terminate) services to any family who fails to comply with the operating procedures of the Center.

### CALENDAR INFORMATION – Regular Calendar

	<u>Fall '09</u>	<u>Winter '10</u>	<u>Spring '10</u>
<b>Starting day</b>	Sept. 28	Jan. 4	March 29
<b>Last day</b>	Dec. 11	March 19	June 11

### With Extended Year Option

	<u>Fall '09</u>	<u>Winter '10</u>	<u>Spring '10</u>
<b>Starting day</b>	Sept. 8	Same	Same
<b>Last day</b>	Dec. 18	Same	Same

**To apply, send completed form to:**

**Teaching Research Child Development Center  
Western Oregon University  
345 N. Monmouth Avenue  
Monmouth, OR 97361**

**For more information call: (503) 838-8769**