


<p>Name of Policy: Early learning center (day care).</p> <p>Policy Number: 3364-25-21</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President for Human Resources and Campus Safety</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Original Effective date: July 28, 2008</p>				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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(A) Policy statement

(1) Early learning center enrollment

All children between the ages of eighteen (18) months to five (5) years of regular full-time and regular part-time employees are eligible to be enrolled in The University of Toledo Early Learning Center provided there are openings available. A school age program is available each summer for children age 5 – 10 years. All children will receive a morning and afternoon snack and a nutritious lunch prepared by The University of Toledo Medical Center food and nutrition department.

The hours of operation are from 6:30 a.m. to 6:00 p.m., Monday through Friday and closed on all major holidays.

All children are accepted at the center on a thirty (30) day trial basis to determine continued enrollment.

Children will be placed on the waiting list or enrolled according to the following:

- UT employees First priority
- WGTE employees Second priority
- Community families Third priority

All families must attend orientation and return necessary forms prior to enrollment.

All families must receive and agree to follow all policies contained in the parent handbook.

Enrollment packets may be obtained from the Early Learning Center Director.

(2) Early Learning Center payment policy

- (a) A \$50.00 non refundable registration fee will be charged to all families.
- (b) Parents who are employed by The University of Toledo shall have their fee for childcare deducted from their pay on a two-week basis. Charges for childcare are submitted to payroll for deduction from the appropriate employee's paycheck.
- (c) Student's parents that are not employees, or those that do not participate in payroll deduction are expected to pay for childcare on a weekly basis. Payment is expected on Monday of each week to cover childcare for that week. Payments can be made by cash, check, debit or credit card.
- (d) Attendance is taken on a daily basis in each classroom over a two-week period concurrent with each payroll period. Families are expected to pay their set fee whether or not their child attends (including illness, holidays or personal day) unless a vacation voucher has been presented.
- (e) Vacation vouchers are issued every September and expire the following September. Vacation vouchers must be used in one week increments and the child must be absent from the center. Any unused vacation voucher may not be carried forward to the next year.
- (f) A receipt for payment will be issued to each fee-paying parent, and deposit of all collections made on a weekly basis to the cashier's office on main campus.
- (g) Accurate records of collections from fee paying parents will be kept at the Early Learning Center.
- (h) Parents who fail to make payment for childcare on a weekly basis will be issued a written warning when their account is in arrears two weeks.
- (i) Parents who are three weeks behind in payment will be asked to find alternative care until their account is brought up to date and complete payment is made for past services rendered. Re-enrollment will be determined on space availability.
- (j) A thirty (30) day written notice is required to withdraw your child from the program. Failure to notify the center of intent to withdraw within the one month time period will result in the full month's fee being charged.
- (k) Consistent failure of payment of childcare fees is grounds for termination from the Early Learning Center
- (l) Fee structure and late pick up fee information may be obtained from the Early Learning Center Director.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>August 12, 2008</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Human Resources</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>05-036 Early Learning Center (Day Care), former Health Science Campus policy, previous review date 7/1/03)</i> <p>Initial effective date: July 28, 2008 Review/Revision Date: Next review date: July 28, 2011</p>
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