

APPLICATION FOR WAITING LIST
Ellen Brewer Infant/Toddler Lab Home
Meredith College
3800 Hillsborough St.
Raleigh, NC 27607

PLEASE NOTE. We operate on the Meredith College academic calendar that runs from mid-August to mid-May with the same breaks as the college.

Name of child (gender if known)

Address

Date of birth (or due date)

*Please note that the child must be conceived before s/he can be placed on the waitlist

Telephone _____

Name of
parents _____

Are you affiliated with Meredith College? Yes _____ No _____

If so, how?

When would you like care to begin (date)?

Notes/Comments:

A non-refundable registration fee of \$35.00 must accompany this application. Please make your check payable to Meredith College.

Signature _____

Date _____

For EBH use only

Registration fee received _____

Child accepted for enrollment _____

Family declined enrollment _____

Ellen Brewer Infant/Toddler Lab Home
Purpose of Ellen Brewer House

The Ellen Brewer House (EBH) is an infant-toddler program sponsored by the Child Development Program in the Department of Human Environmental Sciences at Meredith College.

The purposes of this program are as follows:

1. To provide a laboratory experience that demonstrates current research and best practices for undergraduate students in child development and related fields.
2. To provide a developmentally appropriate program for infants and toddlers from birth to age two within the context of a large child care home.
3. To provide a program designed to meet the needs of families.
4. To provide a setting for child development research that members of the Child Development Faculty at Meredith College have approved.
5. To provide a model facility for programs and agencies concerned about childcare, and to serve as a resource of information to those interested in establishing quality childcare facilities.

Policy Statement

The Ellen Brewer House was designed to serve as a model program where undergraduate students at Meredith College can observe the development of very young children in an environment that is developmentally appropriate. Students also have the opportunity to plan curriculum and to teach while at EBH.

Research has demonstrated that one of the key indicators of quality for young children is a low child-teacher ratio. A ratio of 4:1 is maintained at all times, and often there is a ratio of 3:1 or better. An additional indicator of high quality programs is having adult-child interactions that are warm, nurturing, and responsive to children's cues. EBH faculty and staff are committed to providing interactions that are patient, affectionate and encouraging so as to create an environment that fosters trust, security, and independence. With this foundation, children at EBH are able to move into further levels of mastery and competence—all integral pieces of creating a child's positive sense of self.

The children's space at EBH is designed to be safe, attractive and warm. Young children learn by experiencing their environment through their senses—sight, sound, smell, taste, and touch. They learn by exploring, by interacting with other children and adults and by being helped to interpret their experiences. Therefore, cozy spaces are available for quiet play; bright and exciting places for exploration and sensory experiences, story-telling and make-believe, dance and music; and outside space for gross-motor activities, such as running and climbing.

There is a balance of free play and planned activities appropriate for the children's developmental level. Materials, books and toys are provided that enhance the children's experiences and reflect the diversity of the children and their families. "Teachable moments" are taken advantage of daily and the curriculum is constructed by following and expanding upon the children's interests.

Families can go to their jobs confident that their children are cared for in a community where individual differences are respected. Family values and participation are important to a program that strives to provide the best care possible for children.

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Enrollment Policies and Procedures

Clientele

Enrollment is open to any interested family who has a child (or children) between six weeks and two years of age. Children who become two by October 16th will not usually be enrolled. Because EBH serves as an educational facility for students at Meredith College, it is important that children enrolled represent a variety of ages (within the defined age range), ability levels, cultures, and genders. Enrollment will reflect a balance in the above factor.

Procedure

In order to apply to the program, parents must mail or drop off their application with a non-refundable registration fee of \$35 to the EBH Director. Email attachments will not be accepted. This application is available from Diana Haugk at 760-8628 or haugkdi@meredith.edu. When this process is completed, a family will be placed on the waiting list until a slot becomes available. At the time a family is notified of a vacancy, families will have one week to respond in writing if they want to accept or decline the vacancy. A start date will be offered at the time of notification. If the child is not able to begin on the start date offered, full tuition is requested to hold the spot after two weeks of the offered start date. If the family wishes to accept the vacancy, a deposit must be sent to the Director within one week to reserve the slot.

Parents will be given a Parent Handbook and forms that include a Policy Agreement, physical examination form, positive guidance policy, and an emergency contact form. All forms must be completed and turned in to the EBH Director by the first day of enrollment. All records are confidential, but may be made available to Child Development faculty, staff, and students who are participating at EBH.

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Fees

Application Fee

A one-time registration fee of \$35.00 is due when an application form is submitted. This is a non-refundable fee payable to Meredith College.

Deposits

A refundable deposit will be due within a week of acceptance into the program. The amount due will be \$510 for full-time care.

Tuition

Tuition payment will be paid on the first day of each semester and the beginning of each month. A late fee of \$5.00 per week will be charged if payments are five days late. If the tuition fee is two weeks overdue, the child will be dropped from enrollment. No refunds will be given for absences. No tuition is due for Winter Break (3 weeks Dec/Jan) or Spring Break (1 week in March).

The full-time tuition rate is \$255.00 per week between the hours of 7:30 am and 5:30 pm.

PLEASE NOTE: Individual payment schedules will be given to each family each semester.

Late Pick-Up fees

There will be a late fee of \$1.00 per minute if picked up after the 12:30 or 5:30 closing time. Late fees are to be paid immediately to the staff person in charge.

Withdrawals

Termination of the contract by either family or the program requires at least two weeks' written notice. This allows us to work with you and your child in preparing for a new set of experiences. It also helps families on the waiting list to have time to prepare to enter into the program. If parents do not give two weeks' notice, the deposit is forfeited.

Termination

The program reserves the right to terminate a family at any time it is determined that the needs of the child or family cannot be met. Similarly, a family may decide to terminate its agreement with the program at any time under the conditions stated in the section on Fees: Withdrawal.

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Days and Hours of Operation

EBH is open between 7:30 a.m. - 5:30 p.m. EBH operates according to the academic calendar at Meredith College. The following schedule is for the 2009-2010 calendar. Program holidays and closings are based on the Meredith academic calendar.

August 17	EBH opens
September 7	Closed for Labor Day Holiday
October 8-9	Closed for Fall Break
October 12	Resumes operation
November 25-27	Closed for Thanksgiving holiday
November 30	Resumes operation
December 10	EBH closes for Winter Break
January 11	Resumes operation
January 18	Closed for Martin Luther King Jr. Day Holiday
March 15-19	Closed for Spring Break
March 22	Resumes operation
April 2-5	Closed for Easter Break
April 6	Resumes operation
May 7	Lab Home closes for the summer