

WOU/TEACHING RESEARCH CHILD DEVELOPMENT CENTER

Application/Contract 2011-2012

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



Parent/Guardian Name: _____ Phone: _____

E-mail Address: _____

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)

WOU Full Year OR Fall Term '11 Winter Term '12 Spring Term '12

ENROLLMENT OPTIONS (Please indicate your service choice)	REGULAR RATE per term	WOU STUDENT RATE per term
<input type="checkbox"/> 5 days/week full day service, 7:30 am – 5:30 pm	\$2,064	\$1,445
<input type="checkbox"/> 4 days a week full day service, 7:30 am – 5:30 pm * Please select Days. <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Don't know	\$1,816	\$1,271
<input type="checkbox"/> 3 days a week, full day service, 7:30 am – 5:30 pm * Please select Days. <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Don't know	\$1,362	\$954
<input type="checkbox"/> Morning only, 5 days a week, 7:30 am – 12:30 pm	\$1,135	\$795
<input type="checkbox"/> Afternoon only, 5 days a week, 11:30 – 5:30	\$1,362	\$954

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

Parent's Signature of person to be charged Date WOU V # (or SSN #)

FOR OFFICE USE ONLY: New Application Change DATE RECEIVED _____

This request is _____ Approved Butterfly Classroom Dragonfly Classroom

Denied /Reason _____

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 fine for late pick up. Your account will reflect these charges. Morning session is from 7:30 to 12:30, and afternoon session is from 11:30 – 5:30.
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 and/or after the term has started, we ask that you complete an exit form. Your request 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 family. 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.
10. **2011 – 2012 SCHOOL CALENDAR INFORMATION – Regular Calendar**

Fall Term '11	Begins: September 26, 2011	Ends: December 9, 2011
Winter Term '12	Begins: January 9, 2012	Ends: March 23, 2012
Spring Term '12	Begins: April 2, 2012	Ends: June 15, 2012

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 or email amersoi@wou.edu