

Willow House Preschool & Early Learning Center

**General Enrollment Application
20/21**

**Childhood Should Be...
A Journey, Not a Race**

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MTS District 1199
Willow House Preschool & Early Learning Center
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Welcome to Willow House!

Willow House is a licensed and follows regulations set forth by the State of Connecticut Office of Early Childhood to provide full-day childcare for children ranging in age from six weeks to nine years. We serve the surrounding communities as well as the local universities. We are a non-profit, cooperatively run center. There is a Board of Directors, which is made up of a group of parents whose children attend our center.

We believe that each child is an individual with his or her own needs. We encourage children to experience, live, and learn through programs and activities that allow them to express themselves freely and help them grow socially, emotionally, physically, and intellectually in a safe, engaging environment. It is essential that children feel good about them selves and secure in the world around them.

Willow House is a "hands-on" center. This means when we learn about apples, we bring in all the different colors of apples, eat apples for snack, make applesauce, paint with apple peels, and learn the story about the star inside the apple! We involve the children with literacy and math opportunities daily.

All of Willow House's programs are divided by age group and also by developmental skills. We like to celebrate our "homey" atmosphere by keeping our ratios as small as possible. For classrooms for children under the age of 3 we maintain a ratio of 1 teacher to 4 children and 1 teacher to 10 children for ages 3 to 5. All staff is familiar with the children in each of the programs, which make it easier for the children to feel comfortable with transitions.

Financial decisions are important to everyone and we want you to be a part of the decision making. We require that you attend meetings regularly, and in your child's second year of enrollment become a member of the Board of Directors. Where else can you have a voice in your child's care and the policies that keep him or her safe? We encourage parents to experience children's early years and therefore we require parents to participate in our Helping Hands program. This program is designed to create a stronger community for our children.

If you have any questions, please feel free to call or stop by and speak with me. Also, if there is something that you do not understand or would like to have an interpreter to aid in communication on occasion or on regularly scheduled dates, please let me know.

I am looking forward to an exciting and memorable experience with you, your child, and your family.

Yours truly,

Susan Daley

Our Classrooms

Munchkins Schedule 0-14 months

Your infant will spend her/his day with us while enjoying his/her own schedule that you have set for him/her. We try our best to create that same environment and hope that you keep us up to date of any changes. Your baby's teacher will talk with you every day at both drop off and pick up about your baby's day. Please feel free to make a special time with the teacher to discuss any concerns about your baby's development. Families can provide all meals and formula feedings or speak with the director about some of the meals that the center can provide during the day.

Jeepers Creepers 10 months-24 months

Your pre-toddler will continue to develop and grow along with other children. We incorporate the activities of feeding, dressing, washing, sleeping, and diapering into our daily program. These activities promote bonding between the child and teaching staff and provide a variety of sensory experiences and the opportunity to develop self-help skills.

Turtle Tots- 18 months-36 months

The toddler emphasis is on play and group interactions. Play offers the child an opportunity to use a variety of materials including water, sand, paints, building, stacking toys, and musical instruments. Our focus is on the process of play rather than a finished product. Outdoor activity time is included in the daily schedule when weather permits.

Krayola Kids- 3-5 years of age

Our preschool program encourages children to be curious learners. We use the Preschool Curriculum Frameworks from the State Department of Education. This extensive program charts the growth of the child while giving the teacher a clear goal for the next steps in learning to focus on. The five areas of growth:

Personal and social Physical Cognitive Creative Expression

WH strives to make successful learners both independently and as a group member. Children have the self-confidence and educational base to be a successful kindergartener.

For all classrooms:

Each classroom uses a white board to record important information such as feedings, diapering and napping that was done during the day.

A Family board is located in each classroom that contains specific information about your child's classroom and you can also find a Family Board at the entrance for all families to keep up to date with Center happenings

Separation from Family

Leaving your child in the Center may be difficult at first (for both of you!). Some children adjust easily and will very quickly throw themselves into an activity. Others will have a little more difficulty saying goodbye. We encourage all families to visit with their child's new classroom for a few times at least 2 weeks before the start date. Please set these dates up with the Director and/or classroom teacher.

Birthdays & Holidays

Holidays and birthdays are fun to celebrate both here and at home. To make a holiday developmentally appropriate for all children, we celebrate the non-commercialized aspect of each event. For example, instead of Halloween we celebrate Story Book Character Day where each child brings in a book and is dressed as that character. For birthdays we encourage families to

bring a special book in honor of your child and you are welcome to bring in a store-made food as a treat.

Holiday Closings

Willow House makes every attempt to remain open for as many days as possible. We are however closed on the following days:

New Year's Day	President Day	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	Summer day In-service training

Sick Policy

Children do get sick on occasion and we understand how difficult it can be for both family and child. Please keep your child home if he/she is experiencing a fever, vomiting, diarrhea, and rash or is just not up to a day full of activities. We do not administer over the counter medications and encourage your child's physician to adjust the dosage of any antibiotics that may be used.

Discipline Policy

Willow House promotes appropriate behavior as well as good health and self respect and respect for all members.

With our small ratios in each classroom most discipline issues can be resolved simply by redirecting children to another activity.

Open Door Policy

At Willow House, we have an "open door" policy. You should feel welcome to stop by any time during the day to visit with your child and his or her class. If this is your family's first experience with childcare, we recommend that you and your child visit with us a few times and meet our staff.

Enrollment Procedure

1. When a vacancy occurs, the Director will call the parent(s) of the first child on the waiting list and invite them to transfer their child to regular enrollment. Once such an offer is made, the parents(s) will have seven calendar days (one week) during which to decide whether or not to accept the offer. If the parent(s) given such an offer fails to respond within the seven days allowed, the Director will proceed to the next name on the enrollment waiting list.
2. The family agrees to pay a yearly \$100.00 enrollment fee and also the first two (2) weeks of tuition. This tuition will be applied to the families first two (2) weeks of care. The enrollment and two (2) weeks of tuition is non-refundable, no exceptions.
3. Families are not required to pay tuition while waiting for enrollment into program or the child's start date. However, if another family would like to enroll into the same spot, the first family will have priority to enroll and begin paying tuition at that time in order to "save the spot".

Drop in Care

Drop in Care and Care on One Day may be offered by the Director to families. These options are based upon the current enrollment status. If at any time the Director has the option to fill that space with another family, the one-day a week family will have two-weeks written notice to either move to another day or begin to pay the required minimum, which will be based on the financial needs of the center.

Willow House Application

Office Space	
Application taken by:	_____
Start Date:	_____
Program:	_____
Reg. Fee paid:	_____
Tuition paid:	_____
Annual income:	_____ Level: ____

Today's Date: _____ Start date requested: _____
Days needed: __Monday __Tuesday __Wednesday __Thursday __Friday
Hours needed: ____A.M to ____P.M
Child's Name: _____ Street Address: _____
Date of Birth: _____ Town, State, Zip: _____
Telephone: _____ Email Address: _____
Best way to contact family: _____
Child resides with: __ both parent's __ Mom __ Dad __ Grandparents __ Other: _____

Parent/Guardian: _____ DOB: _____ Address: _____ _____ Phone: _____ ____Cell ____Home Employer: _____ Work phone: _____ Occupation: _____ Dept: _____ Annual income: _____	Parent/Guardian: _____ DOB: _____ Address: _____ _____ Phone: _____ ____Cell ____Home Employer: _____ Work phone: _____ Occupation: _____ Dept: _____ Annual income: _____
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Is your child currently enrolled in a childcare program? __Yes __No
Has your child had any other child care experience? __Yes __No Name of Center: _____
How did you hear of our program? __Friend __Website __Internet __Other: _____
Name of person(s) responsible for prompt payment of tuition: _____
Address: _____ Telephone: _____

To be considered for enrollment at Willow House, I agree to pay a yearly \$100.00 registration fee and the first 2 weeks of tuition, as stated in the fee schedule, so that my child will be admitted to the Willow House Preschool & ELC, and I may conclude my child's registration. I understand that fees may increase during this time and agree to pay the new adjusted fee, if necessary. I also understand that all monies that I have paid are non-refundable regardless of whether my child starts the Willow House programs.

Signature(s): _____ Date: _____

Date: _____

If applying for the sliding fee scale, please return this application with one of the following:
__Previous year page 1 of IRS 1040 indicating AGI __Letter of financial support from a university
__Letter of financial support from the country or origin of family member