

FALL 2024 APPLICATION INFORMATION **(for new families)**

FALL SEMESTER DATES: Monday, Aug. 26, 2024 – Friday, Dec. 20, 2024.

*During the Fall semester, the Center will be closed Monday, September 2 (Labor Day);
Friday, October 25 (October Break); Wednesday, November 27 – Friday, November 29 (Thanksgiving Break).
After the Fall semester ends, the Center will be closed Monday, December 23, 2024 – Wednesday, January 1, 2025.
The UWinterim session is Thursday, January 2- Friday, January 17, 2025.
The Spring semester begins on Tuesday, January 21, 2025.*

ENROLLMENT PRIORITY STATUS:

1. **UWM Student:** Student status is determined by enrollment in a degree-granting or certification program and at least 3 graded credits for fall semester for undergraduates and 2 graded credits for graduate programs, and payment of the segregated fees.
2. **UWM Faculty/Staff:** UWM Faculty/Staff status is determined by at least one parent being on the University payroll.
3. **UWM Alumni:** Alumni status is determined by at least one parent being a graduate of UWM.
4. **Community Member:** For families with none of the above affiliations to UWM.

APPLICATION PROCEDURE:

Applications (consisting of 'Application,' 'New Child Schedule Request,' 'Emergency Contact Information' and 'Application Processing Fee Form' – *with receipt of payment attached [see below]*) received at the Children's Learning Center before 6:00 PM on **Friday, June 7, 2024**, will be processed by university status and seniority. Subsequent applications will be processed on a first-come/first-served basis. Acceptance letters and/or wait list letters will be sent on July 12 to everyone who applied by June 7.

Application Processing Fee:

For continuing families (those enrolled the current semester), the \$10 application processing fee (per child) is added to your monthly bill; you don't need to go to the Office of Student Accounts. For new applicants who are UWM students, there is a \$30.00 application processing fee (per child). For non-students, the processing fee is \$50.00 (per child). The processing fee is payable at the UWM Office of Student Accounts located in Mellencamp Hall, Room 110, just east of the Union; check the Office of Student Accounts website for hours (www.uwm.edu/onestop). The Office of Student Accounts will only accept **cash or check** for the application processing fee – no credit/debit cards. You may also mail a check for the Application Processing Fee along with the Application Processing Fee form (last page of this application) to UWM Office of Student Accounts, P.O. Box 500, Milwaukee, WI 53201-0500. **Applications will not be processed without payment of processing fee.**

(see next page)

SCHEDULING OPTIONS:

The UWM Children's Learning Center is open from 7:00 AM-6:00 PM Monday through Friday. The following scheduling options are available: **(Your child's application cannot be processed without a Schedule Request.)**

Infant/Toddler/Preschool Programs:

- **Full-Time/Full-Year:** This plan is typically entered into at the beginning of each fall semester. (Slots may be available during the year.) If available, this plan runs from 7:00 AM-6:00 PM Monday through Friday from August 26, 2024, through August 15, 2025. A full-month deposit (credited at the end of the plan year) is required upon acceptance. See Full-Time/ Full-Year policies in the Family Handbook at uwm.edu/children (see Forms).
- **Half-Days*:** Half-Days are from 7:00 a.m. - 12:30 p.m. and/or 12:30–6:00 p.m. for the Fall 2024 semester (August 26 – December 20; *may choose to start September 3 – the first day of UWM classes*). These Half-Days may be scheduled in any pattern. You may schedule both the AM Half-Day and the PM Half-Day to make a full day. There is a minimum requirement of two Half-Days per week. If only two Half-Days are requested, they must be on two different days of the week.

Kindergarten/School-Age Programs:

- **Part-Time/Full-Year (MPS/Shorewood):** This plan runs from:
 - ✓ 7:00 a.m. – 6:00 p.m. for Early Week of Fall (8/26/24-8/30/24 for both MPS and Shorewood)
 - ✓ 11:00 a.m. – 6:00 p.m., 12:30-6:00 p.m., 2:30-6:00 p.m. or 3:30-6:00 p.m. Monday-Friday during the 2024-25 MPS/Shorewood school year
 - ✓ 7:00 a.m. – 6:00 p.m. for published MPS/Shorewood School Closing Days
 - ✓ 7:00 a.m. – 6:00 p.m. Monday-Friday from the day your child's school lets out in June through August 15, 2025 semester
- **After School 3K-4K*:** We offer two different after-school blocks for the Fall 2024 semester (August 26-December 20; *may choose to start September 3 – the first day of UWM classes*): 11:00 a.m. - 6:00 p.m. and 12:30-6:00 p.m. There is a minimum requirement of two after-school blocks per week.
- **After School 5K & older*:** We offer two different after-school blocks for the Fall 2024 semester (August 26-December 20; *may choose to start September 3 – the first day of UWM classes*): 2:30-6:00 p.m. and 3:30-6:00 p.m. There is a minimum requirement of two after-school blocks per week.
- **Full-Time Kindergarten:** This plan runs from 7:00 a.m. – 6:00 p.m. Monday-Friday from Monday, August 26, 2024 – Friday, May 16, 2025 (Kindergarten Academic Year) or Monday, August 26, 2024 – Wednesday, August 15, 2025 (Kindergarten Full-Year).

***SCHEDULE CHANGES:**

Once you have submitted your requested schedule, there is no guaranteed ability to drop time, unless the Center has a waiting list and is able to fill the time by scheduling another child. Schedule change forms to add additional time can be turned in at any time; however, space may not be available. There is a \$15.00 charge for each schedule change form processed.

The UWM Children's Learning Center is the proud recipient of student segregated fees through the UWM Student Association.
5/16/24

APPLICATION
Fall 2024

Qualifying Parent Status:

UWM Student UWM Faculty UWM Staff UWM Alumni Community Member

(Please print legibly)

1. Child (legal name) _____
Birthdate _____ *Last* _____ *First* _____ *Middle* _____
Age at Time of Application _____ Gender: M F Other
If your child is not born, expected due date _____
Name you would like us to call your child _____

2. Parent/Guardian (legal name) _____ Relationship _____
Home Address _____ *Last* _____ *First* _____ (street)
_____ (city, state, zip code)

Contact information when child is in our care: (Please indicate 'none' or 'not applicable' if that is the case.)

Primary Phone (_____) _____ cell home work
Secondary Phone (_____) _____ cell home work

Email address* _____
*Our weekly family newsletter (the FoCuS) will be sent to this email address. This address will also be needed to register for the Procure Parent Portal on our website (uwm.edu/children).

Employer Name _____ Employer Address _____
Social Security # _____ (required for application processing and collection purposes)

Check all that apply:

UWM Student enrolled for Fall 2024 Student ID _____
To be considered for additional discounts: 2024-25 FAFSA filed? Yes No Military-connected? Yes No
 UWM Faculty UWM Staff UWM Alumni (graduated in _____ {year}) Community Member

3. Parent/Guardian (legal name) _____ Relationship _____
Home Address _____ *Last* _____ *First* _____ (street)
_____ (city, state, zip code)

Contact information when child is in our care: (Please indicate 'none' or 'not applicable' if that is the case.)

Primary Phone (_____) _____ cell home work
Secondary Phone (_____) _____ cell home work

Email address* _____
*Our weekly family newsletter (the FoCuS) will be sent to this email address. This address will also be needed to register for the Procure Parent Portal on our website.

Employer Name _____ Employer Address _____
Social Security # _____ (required for application processing and collection purposes)

Check all that apply:

UWM Student enrolled for Fall 2024 Student ID _____
To be considered for additional discounts: 2024-25 FAFSA filed? Yes No Military-connected? Yes No
 UWM Faculty UWM Staff UWM Alumni (graduated in _____ {year}) Community Member

4. Child resides with: both parents/guardians #2 only (above) #3 only (above)
5. Marital Status (check one): Married Separated Divorced
 Single Either Parent Deceased Other
6. Name of parent(s)/guardian(s) with legal custody of child _____
 If separated or divorced and only one parent has legal custody, please be prepared to provide copies of court-approved custody papers, if requested. (This would be requested if custodial parent does not give non-custodial parent authorization to pick child up.)
7. What language(s) does your child speak? _____
 What language(s) do you speak? _____
 Other parent/guardian? _____
 Please check here if you other parent/guardian would be interested in welcoming and translating for a non-English speaking family at the Center.
8. Does your child have a history of:
 IEP disabilities such as physical, sensory, or cognitive
 heart problems asthma seizures premature birth diabetes
 other conditions such as eczema, tubes in ears, etc. (please specify): _____
 If you checked any of the above, please briefly describe any special care instructions or other information needed by the child care staff/provider: _____

- My child has no specific medical conditions.
9. Does your child have any social, emotional or physical developmental needs that we should be aware of?
 Yes No If "Yes," please describe: _____

10. Does your child have any allergies such as to bee stings, food, or medications? Yes No
 If "Yes," please describe: _____
11. How did you find out about us? _____

Please check all boxes and sign below.

- I hereby agree to comply with the terms as stated in the Family Handbook dated 2/22/24 or later.
- I give permission to post information in the classroom about my child, such as my child's name, birth date, parent/guardian names, siblings, medical conditions, and special food/care requests.
- I give permission for my child to be taken on walks on the perimeter of and within the UWM campus during their regularly scheduled time or requested extra time.
- I give permission for classroom teachers to take photographs of my children for documentation purposes or to record a special activity. These photos may be of individual children or groups of children and may be displayed in the classroom, Center hallways or the lobby. Photos or videotapes of children are also taken for staff training purposes and/or for UWM classes on child development, early childhood education or child care.
- I have read the Exclusion for Illness policy on UWM Children's Learning Center website (uwm.edu/children).

The UWM Children's Learning Center recognizes that it is entrusted with the care of your child. Although our teacher-to-student ratios are well above state licensing guidelines, kids play and sometimes accidents happen that are beyond the control of our staff. For example, sometimes kids run, trip and/or fall. By signing this application you acknowledge such risks and agree not to sue the Children's Learning Center, UWM, or the Board of Regents of the University of Wisconsin System for these types of accidents or conduct by other children. (We are not asking you to waive any rights you have with respect to any claims based on our negligence, intentional misconduct or recklessness.)

Parent/Guardian signature: _____ Date: _____

NOTE: Signature must be that of the qualifying university parent/guardian (if UWM affiliated).

Kindergarten (3K-5K) & School-Age Programs

NEW CHILD SCHEDULE REQUEST

Fall 2024

Child's Name _____

Child's School _____

FALL SEMESTER DATES: Monday, Aug. 26, 2024 – Friday, Dec. 20, 2024.

*During the Fall semester, the Center will be closed Monday, September 2 (Labor Day);
Friday, October 25 (October Break) & Wednesday, November 27 – Friday, November 29 (Thanksgiving Break).
After the Fall semester ends, the Center will be closed Monday, December 23, 2024 – Wednesday, January 1, 2025.
The UWinteriM session is Thursday, January 2- Friday, January 17, 2025.
The Spring semester begins on Tuesday, January 21, 2025.*

For district-published MPS/Shorewood school closed days, additional hours are available. These must be requested in advance on the Fall School Closing Day Sign-up Form which will be emailed to you at a future date.

PLEASE INDICATE WHICH OF THE FOLLOWING FOUR OPTIONS YOU'RE APPLYING FOR:

- (Acceptance into any plan is on a space-available basis.) Once you have submitted your requested schedule, there is no guaranteed ability to drop time, unless the Center has a waiting list and is able to fill the time by scheduling another child. Schedule change forms to add additional time can be turned in at any time; however, space may not be available. There is a \$15.00 charge for each schedule change form processed. Schedule changes will not be accepted for children enrolled in the UWM Kindergarten Plan without consultation with the Enrollment Manager.

- Part-Time/FULL-YEAR Plan: (Monday, August 26, 2024 – Friday, August 15, 2025)** I understand that this is a contract plan as described in the Family Handbook dated 2/22/24 or later. I understand that my child would be scheduled, based on the school listed at the top of the page:
- ✓ 11:00 a.m. – 6:00 p.m., 12:30-6:00 p.m., 2:30-6:00 p.m. or 3:30-6:00 p.m. Monday-Friday during the 2024-25 MPS/Shorewood school year
 - ✓ 7:00 a.m. – 6:00 p.m. for Early Week of Fall (8/26/24-8/30/24)
 - ✓ 7:00 a.m. – 6:00 p.m. for published MPS/Shorewood School Closing Days
 - ✓ 7:00 a.m. – 6:00 p.m. Monday-Friday from the day your child's school lets out in June 2025 through August 15, 2025.

(continued on next page - SIGNATURE/DATE also needed on third page)

3K/4K Afterschool Program: (Monday, August 26, 2024 – Friday, December 20, 2024)

I am applying for the Fall semester only.

Please indicate below (with an 'X') the days you wish to apply for. (There is a minimum of two days per week.)

Early Week of Fall (Monday, August 26 – Friday, August 30, 2024)

(Both MPS's and Shorewood's first day of school is Tuesday, September 3, 2024.)

(Early Week of Fall is only available to children who are signed up after school for Fall semester.)

	Mon, 8/26	Tue, 8/27	Wed, 8/28	Thur, 8/29	Fri, 8/30
7:00am – 12:30pm					
12:30 – 6:00pm					

Tuesday, September 3 – Friday, December 20, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
11:00 a.m.- 6:00p.m.					
12:30-6:00 p.m.					

5K & Older Afterschool Program: (Monday, Aug. 26, 2024 – Friday, Dec. 20, 2024)

I am applying for the Fall semester only.

Please indicate below (with an 'X') the days you wish to apply for. (There is a minimum of two days per week.)

Early Week of Fall (Monday, August 26 – Friday, August 30, 2024)

(Both MPS's and Shorewood's first day of school is Tuesday, September 3, 2024.)

(Early Week of Fall is only available to children who are signed up after school for Fall semester.)

	Mon, 8/26	Tue, 8/27	Wed, 8/28	Thur, 8/29	Fri, 8/30
7:00am – 12:30pm					
12:30 – 6:00pm					

Tuesday, September 3 – Friday, December 20, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday
2:30-6:00 p.m.					
3:30-6:00 p.m.					

(continued on next page - SIGNATURE/DATE also needed on next page)

UWM Kindergarten Plan: (7:00 a.m.-6:00 p.m. Monday-Friday) **CHECK ONE BELOW:**
A full-month deposit (credited at the end of plan year) is required upon acceptance.

Full-Year Plan (Monday, August 26, 2024 – Friday, August 15, 2025)

Academic Year Plan (Monday, August 26, 2024 – Friday, May 16, 2025). **Please note that our academic year ends before the last day of school for Shorewood (June 12, 2025) and MPS (June 13, 2025). If you would like your child to attend the Center after May 16, you will need to apply for care on our Summer 2025 application.**

I agree to pay the Children’s Learning Center for all scheduled hours requested, extra hours, and penalty charges, as outlined in the Family Handbook dated 2/22/2024 or later, and at the rate specified in the Fee Structure dated 5/1/2024 or at the rates as specified in any written notification that supersedes that Fee Structure. I have read and hereby agree to comply with the terms as stated in the Family Handbook dated 2/22/2024 or later.

Signature _____ Date _____

NOTE: Signature must be that of the qualifying university parent/guardian (if UWM affiliated).

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EMERGENCY CONTACT INFORMATION

PLEASE FILL THIS OUT IN ITS ENTIRETY. THIS IS IMPORTANT INFORMATION REQUIRED BY STATE LICENSING. WE RESERVE THE RIGHT NOT TO PROCESS YOUR APPLICATION IF THIS INFORMATION IS NOT COMPLETE.

Child's Name _____

Child's Doctor (first & last name) _____

Doctor's Phone _____

Doctor's Full Address _____
Street City State Zip

Consent for Emergency Treatment:

If emergency medical care becomes necessary, I authorize UWM and its designated representatives to consent, on my behalf, to any emergency medical/hospital care or treatment to be administered upon the advice of a physician and/or to be transported to a hospital at the discretion of police and/or fire department paramedics or EMT's. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered.

Signature _____ Date _____
(Parent/Guardian)

Please list below the people (other than the parents/guardians) who are authorized to pick up your child. (Authorized persons must be at least 13 years of age.) Indicate if these people could be contacted in an emergency when the parent(s) cannot be reached, and could be contacted to pick up your child if he or she is still at the Center after their scheduled hours and the parent(s) cannot be reached. If parents are not married, then only the parent(s) listed under #6 on the Child Application page as having legal custody is/are authorized to pick up the child, unless the other parent is listed below. Licensing requires at least one emergency contact other than parents or guardians.

		<u>Emergency Contact</u>
1. Name (legal) _____ Address _____ City/State _____	Relation (to child) _____ Cell Phone _____ Home Phone _____ Work Phone _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Name (legal) _____ Address _____ City/State _____	Relation (to child) _____ Cell Phone _____ Home Phone _____ Work Phone _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Name (legal) _____ Address _____ City/State _____	Relation (to child) _____ Cell Phone _____ Home Phone _____ Work Phone _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Name (legal) _____ Address _____ City/State _____	Relation (to child) _____ Cell Phone _____ Home Phone _____ Work Phone _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Name (legal) _____ Address _____ City/State _____	Relation (to child) _____ Cell Phone _____ Home Phone _____ Work Phone _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Application Processing Fee form *for NEW-to-the-Center families only*

For waitlist families (for the current semester), there is no need to pay another processing fee; your prior processing fee will cover this application too.

For continuing families (those enrolled in the current semester), the \$10 application processing fee (per child) is added to your monthly bill. You do not need to go to the Office of Student Accounts.



All NEW families must pay the application processing fee before submitting their application to us.

You must go to the Office of Student Accounts and pay the application processing fee before your application will be processed. **The Office of Student Accounts will only accept cash or check for the application processing fee – no credit/debit cards. You must state the fee is for the ‘Children’s Learning Center’ so the funds get credited to your child care account.** The Office of Student Accounts is located in Mellencamp Hall, Room 110 (just east of the Union). Their hours are on their website (uwm.edu/onestop). Staple your receipt for the application processing fee to this form, and submit your entire application with this form to the Children’s Learning Center.

Child’s Name: _____

Parent’s/Guardian’s Name: _____

- \$30.00 Application Processing Fee (per child)

UWM Student

- \$50.00 Application Processing Fee (per child)

UWM Faculty UWM Staff UWM Alumni Community member

OFFICE OF STUDENT ACCOUNTS: *If parent neglects to take this form with them, please forward this form (with receipt) to the Children’s Learning Center Enrollment Manager.*