

SUMMER 2026 APPLICATION INFORMATION

SUMMER SEMESTER DATES: Monday, June 1, 2026 – Friday, August 14, 2026

The Center will be closed the week of Monday, May 26 through Friday, May 29 and the week of Monday, August 17-Friday, August 21. Fall semester starts Monday, August 24, 2026.

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 summer semester for undergraduates and 2 graded credits for graduate programs, and payment of the segregated fees. Students who are not registered for summer classes must be registered for the previous spring semester and the following fall semester OR must have been registered during the previous spring and fall semesters in order to be eligible for student rates during the summer.
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 'Continuing Child Schedule Request' and 'Emergency Contact Information' received at the Children's Learning Center by the **Priority Application Deadline of 6:00 PM on Monday, March 9, 2026** will be processed by enrollment priority status. Applications received after the Priority Application Deadline will be processed on a first-come/first-served basis. Acceptance letters and/or wait list letters will be emailed on April 13 to everyone who applied by March 9.

Application Processing Fee:

For returning children (those returning after being here Summer 2024), the \$10 application processing fee is added to your monthly bill. You do not need to go to the Office of Student Accounts.

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.)**

Kindergarten/School-Age Programs:

- **Full-Time Summer School-Age Plan.** 3K-7th grade school-age children are scheduled 7:00 a.m. – 6:00 p.m. Monday through Friday for the two-week* Summer sessions you specify.
- **Half-Days:** Half-Days are from 7:00 a.m. - 12:30 p.m. and/or 12:30–6:00 p.m. for the two-week* Summer sessions you specify. These Half-Days may be scheduled in any pattern. There is a minimum of two Half-Days per week. If only two Half-Days are requested, they must be on two different days of the week. (If requesting Thursdays – field trip days – you must take that full day and an additional half day.)

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, regardless if the request is approved or denied.

APPLICATION

Summer 2026

Qualifying Parent Status:

☐ UWM Student ☐ UWM Faculty ☐ UWM Staff ☐ UWM Alumni ☐ Community Member

(Please print legibly)

1. Child (legal name) _____
 Last *First* *Middle*
 Birthdate _____ 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_____

Last First

Home Address_____(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 Summer 2026 Student ID

Have you filed a 2025-26 FAFSA? ☐Yes ☐No Military-connected? ☐Yes ☐No

☐ UWM Faculty ☐ UWM Staff ☐ UWM Alumni (graduated in {year}) ☐ Community Member

3. Parent/Guardian (legal name) _____ Relationship_____

Last First

Home Address_____ (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 Summer 2026 *Student ID*

Have you filed a 2025-26 FAFSA? ☐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 1/10/2025 or later (available on our website at uwm.edu/children – see Forms).
- ☐ 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).

Infant/Toddler/Preschool Programs NEW CHILD SCHEDULE REQUEST Summer 2026

SUMMER SEMESTER DATES: Monday, June 1, 2026 – Friday, August 14, 2026

The Center will be closed the week of Monday, May 26 through Friday, May 29 and the week of Monday, August 17-Friday, August 21. Fall semester starts Monday, August 24, 2026.

Child's Name _____

PLEASE INDICATE WHICH OF THE FOLLOWING TWO OPTIONS YOU ARE APPLYING FOR: (Acceptance into all plans 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, whether the request is approved or denied.

☐ **Full-Time/Full-Year Plan**

Full-Time/Full-Year slots are limited, and are only available beginning in summer for those intending to remain Full-Time/Full-Year for the 2026-27 year.

A full-month deposit (credited at the end of the plan year) is required. Please read the Full-Time/Full-Year Policies in the Family Handbook (can be viewed at uwm.edu/children – click on Forms) before requesting this plan. This plan continues through August 14, 2026. I understand that, if accepted, my child will be scheduled 7:00 a.m. - 6:00 p.m. Monday - Friday. **I understand that since this is a special plan, I cannot drop any of these hours any time during the period in which my child is enrolled in this plan without incurring penalties as described in the Family Handbook dated 1/10/2026 or later.**

☐ **Half-Day Plan** (Please complete schedule request on next page.)

I am applying for the Summer semester (June 1 – August 14, 2026). If I would like my child to continue after August 24, I will need to reapply for the Fall semester (August 24 – December 23, 2026).

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 1/10/2026 or later, and at the rate specified in the Fee Structure dated 1/10/2026, 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 1/10/2026 or later.

Signature _____ Date _____

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

(Half-Day Plan please complete schedule request on next page)

Infant/Toddler/Preschool Programs Half-Day Plan

Summer 2026

Children may be scheduled for any number of sessions.

Please indicate (with an 'X') the half-days you wish to apply for. 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.

Child's name: _____

Session 1: Monday, June 1-Friday, June 19, 2026 (3 weeks)

	MON	TUES	WED	THU	FRI
7:00 - 12.30					
12:30 - 6:00					

Session 2: Monday, June 22 - Friday, July 3, 2026

	MON	TUES	WED	THU	FRI
7:00 - 12.30					
12:30 - 6:00					

Session 3: Monday, July 6 - Friday, July 17, 2026

	MON	TUES	WED	THU	FRI
7:00 - 12.30					
12:30 - 6:00					

Session 4: Monday, July 20 - Friday, July 31, 2026

	MON	TUES	WED	THU	FRI
7:00 - 12.30					
12:30 - 6:00					

Session 5: Monday, Aug. 3- Friday, Aug. 14, 2026

	MON	TUES	WED	THUR	FRI
7:00 - 12.30					
12:30 - 6:00					

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).

Please staple your receipt to this Application Processing Fee form and write your child’s first/last name and your first/ last name on the receipt, 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.*