

ST. MARY VILLA CHILD DEVELOPMENT CENTER (CDC) is a private, non-profit center, fully licensed by the Tennessee Department of Human Services. The Center has received a Three Star rating under the current licensing standards. The program is open to all children 6 weeks to 5 years of age, and enrollment is on a “first-come, first-serve” basis with children being enrolled as positions become available. No child will be discriminated against on the basis of race, creed, nationality, sex or disability. If you feel that there has been discrimination during application, contact the local office of the United States Department of Agriculture.

THE CDC’S PURPOSE is to provide quality child care for children whose parents work or are enrolled in academic/training programs or when care is needed to prevent child abuse or neglect. The program, developmental in approach, is designed to meet the child’s total needs (physical, cognitive, emotional, and social). The Center helps parents in their child rearing roles with strong family support services.

ENROLLMENT is for five full days per week and the fee is for full-time care. **We do not offer part-time care.** Hours of operation are 6:00 a.m. to 6:00 p.m., Monday through Friday.

THE INFANT PROGRAM serves children beginning at 6 weeks and meets the special needs of infants by individualizing their daily schedules. Developmentally appropriate activities that introduce them to the sights, sounds and movements of their world are planned daily. The teacher/child ratio is 1:4.

THE TODDLER PROGRAM provides structured learning activities that emphasize development of language, social, and physical skills. There is a daily balance of active and quiet experiences with plenty of individual attention. The teacher/child ratio is 1:5 for the one year-old classes and 1:7 for the two year-old and young three year-old classes.

THE PRESCHOOL PROGRAM offers first-hand experiences in creative arts, music, stories, dramatic play, science, group games and outdoor play. The Preschool Program utilizes independent and group activities, and is designed to develop strong cognitive and social skills. Teachers implement a comprehensive curriculum and work individually with children. The teacher/child ratio is 1:8 and 1/10 child ratio with Pre-K.

HEALTH – A physician’s report including a list of current immunizations, is required at the time of enrollment. The Illness Policy, which specifies when children are not accepted due to illness, is enforced.

NUTRITION – a breakfast snack, mid-morning juice, lunch, and mid-afternoon snack are served daily, prepared in accordance with USDA standards. Parents of infants must provide food and formula.

HOLIDAYS – January 1, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, December 24th and 25th. The CDC is also closed three days during the year for in-service training.

ENTRANCE INFORMATION AND FEE – There is a \$ 25 application fee. A copy of your child’s birth certificate, an immunization form and a \$35.00 enrollment/registration fee are due at the time your child is enrolled into the program. Older children also have a \$25 mat fee. Child care fees, calculated on a sliding scale based on the gross household income, are paid in advance. Income verification is required for adjusted fee eligibility.

Fee Schedule

Household Income Number and Range	Infant	1-Year Old	Toddler	Preschool
#1 \$0- \$20,000	\$1,092 p/month	\$511 p/month	\$460 p/month	\$433 p/month
#2 \$20,000 - \$28,000	\$1,092 p/month	\$637 p/month	\$598 p/month	\$559 p/month
#3 \$28,001 - \$38,000	\$1,092 p/month	\$776 p/month	\$720 p/month	\$650 p/month
#4 \$38,001 - \$48,000	\$1,092 p/month	\$923 p/month	\$854 p/month	\$754 p/month
#5 \$48,001-\$75,000	\$1,092 p/month	\$1005 p/month	\$945 p/month	\$854 p/month
#6 \$75,000 +	\$1,196 p/month	\$1070 p/month	\$997 p/month	\$915 p/month

CHILD DEVELOPMENT ENROLLMENT PROCEDURE

The completed **application below with a \$25.00 application fee** places your child on the waiting list. Parents are welcome to make an appointment with the Administrative Assistant to tour the Center.

When a vacancy occurs in the program, it will be filled by a child whose application is next on the list in the appropriate age group. Priority will be given to siblings. When your child is eligible to be enrolled, you will be contacted and an appointment will be scheduled. This appointment will be the first step in on-going communications between parents and staff regarding your child's needs and development. **A \$35 enrollment fee, copy of your child's birth certificate and a complete immunization record are due at the time enrollment. Older children also have a \$25 mat fee.**

At the time of enrollment, parents will need to provide **documentation of their household income and complete a payment agreement.**

The Child Development Center is committed to providing services to children with special needs when they can participate in scheduled activities *and* when the program can be truly effective in meeting the developmental needs of the child.

APPLICATION FOR ENROLLMENT

Date of Application _____ **Desired Date of Enrollment** _____

Child's Name _____ **Date of Birth** _____

Street Address _____ **Phone** _____

City and State _____ **Zip Code** _____

Mother's Name _____ **Work /Cell #** _____

Father's Name _____ **Work/ Cell #** _____

Siblings on Waiting List _____ **Date of Birth** _____

Program (circle one) **Infant** **One Yr. Old** **Toddler** **Preschool**

How did you hear of the CDC? _____

What is appealing about the program? _____

Gross Annual Household Income: _____

Email Address _____

Mail to:
St. Mary Villa
1704 Heiman St
Nashville, TN 37208