**St. Mary Villa Child Development Center** 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.

**St. Mary Villa’s purpose is to provide quality childcare 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.

**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.

**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**

**Effective August 1, 2021**

**Monthly-** *Due the first day of the month*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Income Range** | **Infant** | **1 Year Old** | **Toddler** | **Preschool/PreK** |
| **$0-20,000** | **$1,130** | **$811** | **$811** | **$628** |
| **$20,001-$28,000** | **$1,130** | **$851** | **$851** | **$656** |
| **$28,001-$38,000** | **$1,130** | **$894** | **$894** | **$689** |
| **$38,001-48,000** | **$1,130** | **$975** | **$938** | **$795** |
| **$48,001-$75,000** | **$1,130** | **$1,050** | **$985** | **$895** |
| **$75,001-$100,000** | **$1245** | **$1,115** | **$1,035** | **$965** |
| **100,000+** | **$1265** | **$1,132** | **$1,051** | **$979** |

**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 by calling 629-203-8700 or emailing info@stmaryvilla.org.

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 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 to complete a payment agreement.**

St. Mary Villa 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.

629-203-8700

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**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 Toddler Early Learners Preschool Pre K**

**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**