

THE LITTLE EAGLES LEARNING CENTER INTERNAL POLICIES AND GUIDELINES

A. MISSION

The Florida Gulf Coast University Board of Trustees authorized the establishment of an Educational Research Center for Child Development and it is known as the Little Eagles Learning Center (the Center or LELC). The mission of the Center is to:

1. Provide an opportunity for interested departments, schools, and colleges of the University to conduct educational research; and
2. Provide care for children of students at Florida Gulf Coast University, as well as the children of faculty and other employees;
3. Establish internship programs and clinical experiences within the Center for students of the University.

B. ADVISORY BOARD

The Little Eagle Learning Center Advisory Board meetings and communications must comply with Florida Sunshine laws. All meetings are open to the public and all communications are a public record, unless specifically exempted by the law.

1. Membership

In accordance with the laws governing such an establishment, the LELC Advisory Board has been organized under Florida Gulf Coast University (the University) with the members outlined below, ensuring that equity, inclusion, and diversity are reflected in its makeup.

a. Voting Members

- 1) University President, or designee;
- 2) Dean of the College of Education, or designee;
- 3) Student Government President, or designee;
- 4) Dean of Students, or designee;
- 5) One parent/guardian for each fifty (50) children enrolled, or portion thereof, elected by the parents/guardians of children enrolled in the Center;
- 6) Chair, or designee, of each department participating in the Center; and
- 7) One campus-wide or community person, to be determined by the University President, if community children are served.

b. Non-Voting Members

The Director of the Center shall be an ex-officio member of the LELC Advisory

Board.

2. Term of Office

- a. A term of office shall be two (2) years and will begin with the first meeting of the fiscal year. No member may serve longer than five (5) years (consecutive or in total).
- b. Any member may resign at any time by submitting a written resignation to the Chair of the LELC Advisory Board.

3. Officers

The LELC Advisory Board shall elect a Chair, a Secretary, and a Treasurer. Only voting members of the LELC Advisory Board may be elected as an officer. All officers will be elected at the first LELC Advisory Board meeting of the new fiscal year. The term of office for officers will be two (2) years, but no more than five (5) fiscal years (consecutive or in total).

a. Chair

The Chair will preside at all meetings of the LELC Advisory Board and shall perform such duties as may be assigned by the LELC Advisory Board. The Chair shall be responsible to the Dean of the College of Education. The Chair may create committees as needed.

b. Secretary

The secretary will keep accurate minutes for all meetings, ensuring that all actions of the LELC Advisory Board are recorded. The secretary is responsible for ensuring that the LELC Advisory Board meetings are properly noticed, will be responsible for all official records of the LELC Advisory Board, and will be in compliance with Florida Sunshine laws for as to meeting notices and records.

c. Treasurer

The Treasurer will be responsible for an accurate accounting of all non-fee payment monies received and managed according to the University's cash handling procedures. The Treasurer will give an accounting at each LELC Advisory Board meeting.

4. Meetings

- a. The LELC Advisory Board will meet biannually at a minimum. Additional special meetings may be called by the Chair. All meetings must be properly noticed.
- b. A quorum must be present to conduct any business or vote on any item. A quorum

consists of a simple majority of the voting members.

5. Enrollment

- a. On a space available basis, University students who have children within the age range serviced by the Center are given first priority. Second priority will be given to children of University employees, and the remaining priority will be given to children whose parent(s)/guardian(s) is within the community with no affiliation with the University (i.e. not University student or University employee).
- b. The Center maintains a waiting list for interested families with the priorities identified in section 5.a. above.
- c. A parent/guardian must provide a two (2) weeks' notice to the Center if they are removing their child. The last two (2) weeks' fees will be covered by the parent's/guardian's initial deposit as indicated in section 6.b. below.
- d. Children being enrolled in the Center will be without regard to race, ethnicity, socioeconomic status, gender, and mental and physical ability.

6. Fees

- a. Currently no registration fee is charged at registration. Should one be implemented, the new fee will be listed here prior to its implementation.
- b. A deposit, equivalent to two (2) weeks of fees, is required and must be paid in advance to hold a child's spot. When the child leaves the Center, this deposit is used to cover the last two (2) weeks' fees.
- c. Weekly fees paid to the Center reserves a child's space at the Center for the period paid in advance.
- d. Fees for services are assessed based on the parent's/guardian's status and the child's assigned classroom.
- e. Current fees, effective since January 19, 2010, are as follows:
 - 1) Infant Room (ages 6 weeks to 12 months)
 - a) From \$152.00 to \$160.00 (Per Week) – Students
 - b) From \$173.00 to \$182.00 (Per Week) – Employees
 - c) From \$194.00 to \$204.00 (Per Week) – Community
 - 2) Toddler Room (ages 12 months to 36 months)
 - a) From \$152.00 to \$160.00 (Per Week) – Students
 - b) From \$173.00 to \$182.00 (Per Week) – Employees
 - c) From \$194.00 to \$204.00 (Per Week) – Community

- 3) Preschool Room (ages 36 months to 60 months)
 - a) From \$140.00 to \$147.00 (Per Week) – Students
 - b) From \$162.00 to \$171.00 (Per Week) – Employees
 - c) From \$183.00 to \$193.00 (Per Week) – Community

- f. Exceptions to the current fees may be made for the children of University students and may be made for low-income University faculty and staff. Students who meet the U.S. Department of Education eligibility criteria may apply to participate in the Child Care Access Means Parents in School (CCAMPIS) Grant Child Care Subsidy Program. (See <https://www.grants.gov/>).

- g. Fees will not be charged during the Winter Break.

- h. No refunds, prorates, or credits are given to accommodate family vacations, changes in the parent's/guardian's work schedules, or absences due to illness or injury.

- i. By enrolling a child, the parent/guardian is agreeing to the fee for as long as the child is enrolled, irrespective of the actual number of hours services are provided.

- j. Fees are due weekly and on the first (1st) business day of the week no later than 5:00 p.m. (If the first business day of the week is a holiday, then fees are due by 5:00 p.m. the next business day.) The grace period is until Wednesday, 5:00 p.m. of the same week. The late fee is ten dollars (\$10.00). If payment is not paid in full within two (2) weeks, you may receive a Notice of Termination.

- k. The parent/guardian is expected to pick-up their child by closing time. A charge will be assessed at the rate of two dollars (\$2.00) for every one (1) minute interval for late pick-up, beginning the first minute following closing time. Charges are assessed when incurred and will be reflected on your next billing cycle. If the child has not been picked up within one (1) hour after closing time and the parent/guardian or emergency contact cannot be located or reached, the University Police Department will be contacted for assistance.