

Important Program Information

1. Parents are required to visit the classroom with their child prior to starting in the program.
2. All enrollment forms (contract, emergency card, child profile and family profile) must be turned in to the University Apartments Office at least four working days prior to the child's first day in the program.
3. It is very important that the Emergency Information card is filled out entirely prior to enrollment.
4. Children will be released only to those people indicated on the Emergency Information card.
5. Children are required to have an immunization record on file and a physical examination by a physician.
6. Please let your child's teacher know of any allergies that your child may have.
7. Please provide an extra set of clothing (2 sets for children who are potty training), clearly labeled with your child's name.
8. Each classroom has weekly attendance sheets located in the Family Information Area. Please sign the sheet with the time you drop-off and pick-up your child each day. Parents must escort their child into the classroom.
9. We have a Family Information Area in each classroom where you can find relevant information about the center and the care of your child.
10. Each classroom has a set of mail folders, one for each family. It is important for you to check your mail folder daily.
11. Eagle's Wing welcomes all parents to join us in the classrooms at anytime.
12. It is important that you notify us if your child is ill or will not be attending for other reasons.
13. You will be responsible for tuition even if holidays, or conference days fall on your child's regularly scheduled days of care. Tuition payment is due regardless of your child's attendance, including vacations and illness.
14. Please check the Family Handbook and/or the Tuition Payment Schedule for days that your classroom will be closed.
15. Children will participate in daily outdoor activities, weather permitting. See the Family Handbook for details. Please send clothing appropriate for weather conditions.
16. Eagle's Wing will close when the Madison Public Schools close for inclement weather. Tuition will remain the same.
17. If your child is ill, we ask that you keep them home for at least 24 hours, or until symptoms have disappeared without the aide of medication.
18. If your child becomes ill while at Eagle's Wing you will be asked to pick them up as soon as possible. In the event that you cannot be reached, one of your emergency contacts will be called.
19. All classrooms will close for one day in April to allow parents to meet with Teachers for an annual conference.
20. Please notify the office of any change in your address, phone number, e:mail address or other pertinent information.
21. Eagle's Wing is advised by a 5 to 8 member Parent Advisory Board. Monthly meetings are open and all Eagle's Wing parents are encouraged to attend.