

# The Villages® Early Learning Company

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Dear Perspective TVELC Parent,

Thank you for your interest in our early learning programs. Our centers were created to provide quality care and early education as a benefit to the children of the people who have dedicated themselves to The Villages® Community (the “Community”).

The Villages® Early Learning Company operates privately licensed centers through the Florida Department of Children and Families. Our enrollment criteria are based upon on a tiered system where one of the parents/guardians' place of employment is the basis for placement in our programs.

Listed below are the categories of qualifying employment:

**Employment is verified on each new applicant, and will be verified on a monthly basis for all enrolled students.**

**Category I** - Direct employee of any business determined by The Villages Early Learning Company as one being within The Villages family of companies, (each a “Qualifying Company”).

**Category II** - Any Community Development District or Special District over any portion of the Community, and Business Partners under direct contract (other than a lease) with a Qualifying Company. Business Partners in this Category include those providing construction services, maintenance, or other similar services, or supplying general support services such as legal or accounting within the Community. Only those employees that are working on projects for a Qualifying Company qualify. This Category must have a direct contract with a Qualifying Company. The work and/or services provided to the Qualifying Company must be regular and on-going and that work must be paid for directly from the Qualifying Company. For businesses who perform regular and on-going services to a Qualifying Company, but who also performs services for other businesses and residential (non-Qualifying Companies) – only that work provided to and paid for by the Qualifying Company will be considered as under direct contact, and only those employees performing those services under direct contract work are eligible for the benefits of The Villages® Little Buffalo Learning Center and The Villages® Early Childhood Center.

**Category III** - Employee of Business Partners who lease directly from a Qualifying Company or that own a permanent business site purchased directly from a Qualifying Company and from which they operate their business within the Community.

**Category IV**- Business Partners that lease a permanent business site from a Qualifying Company or that purchased a permanent business site from a non-Qualifying Company, from which they operate their business within the Community. The enrollment committee will review each applicant in this Category to confirm, in its sole discretion, that the Business Partner participates in and benefits the Community.

*The Villages® Early Learning Company, LLC shall not discriminate on the basis of race, ethnicity, national origin, gender, or disability. No student shall, on the basis of race, ethnicity, national origin, gender, or disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity.*

Placement is based on the parent’s category of employment and priority is given to full-time employment (40 or more hours) versus part-time employment (under 40 hours). Priority is also given to students who have siblings already enrolled in The Villages Little Buffalo Learning Center, and/or The Villages Early Childhood Center. If there is no qualifying employment, then an applicant would be considered for placement after all students with qualifying enrollment are placed.

# The Villages® Early Learning Company

## Enrollment Procedure

We will begin to contact/place new students for the upcoming new school year near the end of the previous school year. Typically, this starts in early June.

Once employment has been verified and we anticipate that we have space available for your category of employment in the age level class of your child, we will notify you by phone. We will set an appointment for you to meet at the center where your child will attend. You will need to provide COPIES of your child's documentation that are listed below at that meeting. **Please DO NOT include these documents with the Pre-Enrollment Eligibility Application.** Wait until your meeting at your child's center to provide these documents.

You will need to provide COPIES of all listed documentation, and pay your registration fee within one week of your meeting in order to proceed further with the application process. **If the requested documentation or fee is not provided to us within one week, the anticipated opening will be offered to the next eligible applicant.**

## Required Documentation Checklist Copies Only

- Birth Certificate, not hospital record form** (State Certified Copy)
- Social Security Card** (Copy)
- Florida Immunization Record (DH Form 680, DH Form 681)**
- School Physical** (within one year of application/enrollment-(State of FL DH Form 3040)
- \*Individual Education Plan** (IEP-Individual Education Plan,ESOL,504 Plan) (Copy)
- \*Early Steps Individualized Family Support Plan** (IFSP)  
*\*If applicable please submit with Pre-enrollment application*
- Court Order Papers (for any current custody issues)** (Certified Copy)
- Marriage License** (if step-parent is to be the qualifier) (Copy)

We appreciate your cooperation and patience during the application and admission process. With the many families who are anxious to attend The Villages Little Buffalo Learning Center and The Villages Early Childhood Center, our hope is to make the enrollment process as smooth and easy as possible.

We are pleased that you want to receive the benefit of a school where our staff aims to provide excellent care and a solid foundation of early education for a lifetime of learning. We look forward to a rewarding relationship with your family.

Best regards,

Thawanna Newton, LBLC Director  
Shannon Taylor, ECC Director  
Kristine Rohan, TVELC Executive Director