

BRILLIANT LITTLE MINDS
2026-2027 School Year: Before and After Care

PROVIDED AT THE SCHOOL LOCATIONS including:

Bunker Hill Elementary

Cedar Lane Early Childhood Center

Cedar Lane Elementary

Crystal Run Elementary

Lorewood Grove Elementary

Program Costs:

Before & After Care	\$155/week
Before Care	\$120/week
After Care	\$110/week
Appoquinimink Employee	10% off tuition (must provide current ID badge)
Sibling Discount	5% off of one child with lowest tuition (*Can not combine discounts)
Drop in Care	\$40/day * (please see drop in care below)
Yearly Registration Fee	\$100

To Register:

1. Please go to our website: www.brilliantlittleminds.com
2. Click on Forms then find the school to enroll
3. Review the Steps to Enroll Page
4. Deposit to guarantee and hold the spot will include: First week of tuition, last week of tuition and registration fee. *This fee is not refundable for any reason!*
5. Email the main location at: blm.middleton@gmail.com by following Steps to Enroll page
6. Please allow 2 business days for us to process your paperwork, then you will receive an email from Brightwheel with all required online documents.
7. All accounts must setup auto pay, we can not accept payments at the before/after care locations.

Important info:

- Once deposit is made it is not refundable
- To withdrawal or change the schedule from this program you must give a 30 day notice in an email to the main location
- There will be a drop in (Appo schools are closed) schedule and form to fill out per drop in day, certain dates will be available and based on a first come first served bases. Once signed up then no refunds will be given. Once the school year gets started we will provide those dates available.
- Tuition is due every week:
 - Even if school is closed for holidays or breaks
 - Even if your child doesn't attend for sickness or vacation
 - You are paying to hold the spot for your child, due to limited space

Brilliant Little Minds Main Office info, if you have any questions:

Contact: Melissa Perez or Jenifer Clark

Phone: 302-376-9889

Email: blm.middleton@gmail.com

Website: www.brilliantlittleminds.com

Address: 102 Sandhill Dr. Middletown, DE 19709

Hours of operation: 6:30 am to 5:30 pm

Before/After Care Hours : Before Care: 6:30-9:00 am

After Care: 3:45- 6:00 pm

**Steps to Enroll with Brilliant Little Minds
Before/After Care Program 2026-2027**

1. Send an email to our Main location at
 - a. blm.middleton@gmail.com
 - b. In the subject line write: Enrollment Packet Request - "write the name of b/a location" (an example : Enrollment Packet Request - BMECC)
 - c. In the email please include:
 - i. Parent Name
 - ii. Parent Cell
 - iii. Child Name
 - iv. Child DOB
 - v. Child Grade
 - vi. Before/After Care or BOTH
2. Once we receive the email within 48 business hours we will send a link to you through our program called Brightwheel with the enrollment packet
3. Every page in the packet will be required to sign and complete all required sections and signatures.
 - a. IF you get stuck on a page, then please review you may have missed a section
 - b. It will not allow you to submit the packet until all pages are filled out completely.
 - c. The forms will sit in your app and allow you to download, print and or keep for reminders or review.
4. Once you submit the packet to the main location we will review and approve the packet.
 - a. We will send it back to you if you need to correct or add anything
 - b. If it gets sent back to you then please correct quickly and return
5. When the completed packet is approved then we will add the deposit charges and send it to you to submit payment. You will be able to add payers onto your account.
 - a. Parents/Guardians set up the auto pay, add payers and make payment changes when needed as well as pull statements and tax forms
 - b. Our office will email you a TRF form (Transportation Request that tells the district your choice for B/A and not needing transportation)
 - i. The District requires this form, you will sign and email back to us then we will send it into the school.
6. Payment info
 - a. All billing is setup automatically
 - b. Payment for full deposit will be due once you submit paperwork to us
 - c. If you need a payment arrangement then please send an email and we will set that up with you with an initial deposit.
 - d. Once you pay your initial deposit that will include:
 - i. First week of tuition
 - ii. Last week of tuition
 - iii. Registration fee
 - e. Next payment will be sent to you automatically on Brightwheel and will be due the Friday for the following week.

- f. All accounts must be set up on autopay, we can not accept payments at Before/After Care locations.
7. By August 1, 2026 you will have to email these documents to the main location:
 - a. A copy of the most recent physical form that is within the last 12 months
 - b. A recent copy of IEP/504 plan for review
 - c. **** Failure to send these in will delay or cancel enrollment
8. Our staff will be present at Meet the Teacher night
 - a. To show you where drop off and pick up is located
 - b. For you to drop off any medications that are needed and sign medical forms
 - c. As well as a Meet and Greet for any additional questions
9. The Before/After Care classrooms are setup in the Cafeteria
 - a. Drop off and Pick up will be there or possibly on the playground
 - b. You will see a large White Board with reminders and with Walkie Talkies to call the staff at arrival - this is setup at the Door for Pickup and Drop off
10. POC families:
 - a. If you are approved for POC please send us an email and we will give you the Site ID for that particular location
 - b. POC families Deposit until we see approval will be:
 - i. \$50 for the first week, \$50 for the last week and no registration fee
 - ii. Once your child is in the POC System then we will fill out additional paperwork with the corrected weekly tuition rates and then email that information and update the account
11. IT IS A REQUIREMENT FOR PARENTS/GUARDIANS TO DOWNLOAD THE BRIGHTWHEEL APP:
 - a. This is where you will see billing
 - b. Make payments
 - c. Send and receive messages from Staff and Admin
 - d. Reminders or changes in pickup locations or times
 - e. If Appo schools close early they will send you a notice and then we will also send a message and alert through Brightwheel that you have 1 hour to pick up from the time schools got dismissed.
 - f. You can also send private messages to ADMIN through the app

*** Your child will not be added to the class roster until the deposit is made and required paperwork is received (this does not include child physical but will be due by 8/1.)
Spots are based on a first come first served basis and are not refundable!!
Once they are filled there is nothing we can do!*

THANK YOU FOR ENROLLING INTO OUR PROGRAM!! WE HAVE ENJOYED WORKING CLOSELY WITH THE APPOQUINIMINK SCHOOLS AND COMMUNITY FOR OVER 18 YEARS. PLEASE SEND US AN EMAIL IF YOU HAVE ANY QUESTIONS!

**THANK YOU,
BRILLIANT LITTLE MINDS MANAGEMENT**