

EXPLANATION OF ENROLLMENT FORMS REQUIRED

- Child registration will be accepted at our 33 Denison Parkway West office during the hours of 9 AM to 12:00 PM and 1 PM to 3:30 PM. **By Appointment Only**
- **All new family applicants MUST meet with office staff to review enrollment packet.**
- **Any packets “dropped off” at front desk will be considered on hold until staff are able to review and meet with family.**
- **All information must be completed, signed and returned before your child/children will be registered in the program.**

Below is a check list of the information included in your packet and the instruction for each form. Please complete the following information before you come to the office.

Registration Application for Child Enrollment

- This form is required for each child at the beginning of the School Year program. **Must be complete, signed and dated.**
- **New Child Questionnaire** – provides staff with additional information about your child and helps them to get to know the child better.

Financial Agreement Form and 2011-12 School Year Tuition Fee Scale

- The financial agreement is required to be completed at the beginning of every school year and again for the summer program. Updated financial verification is required *annually*.
- This form includes your child’s school year schedule; please review the options carefully, select the enrollment option you want for your child’s schedule. If you have question, please feel free to call @ 937-3249.
- Complete both sides answering all questions; **date, sign and return**
- **The sliding fee scale used to determine family tuition is included for your information to determine tuition.**
- Finance Office will review documentation, sign and mail copy of agreement to you. If there are any questions or concerns, you will be contacted.

Call for an appointment to complete the enrollment process – 937-3249

- **Expect** to spend 20 to 30 minutes to complete the enrollment process
- Bring completed forms indicated above
- Financial verification to confirm 1 month of *household gross annual income*
- Registration fee
 - Early Bird \$15/child or \$25/family enrolled between July 5, 2011 – July 29, 2011
 - \$25/child or \$35/family enrolled after Friday July 29, 2011

I understand that before a child care slot is confirmed for my child/children all the forms must be complete, signed and dated. Incomplete information, unsigned &/or undated forms will place this application on hold and could jeopardize enrollment. I also understand that once enrollment is confirmed I am financially responsible for the schedule I have indicated. ***If I decide child care is not needed, I will provide Withdrawal Notice 2-weeks in advance of the last day my child/children will attend.*** (Withdrawal forms are available at the sites, from the Site Supervisor.)

Parent Signature: _____

Date: _____