

CONTINUATION OF ENROLLMENT FAQ

Continuation of enrollment will allow you to keep your child enrolled from one school year to the next and summer (if needed) without reenrolling. All current families whose account is current and remains current are eligible to participate.

WHAT DO I NEED TO DO?

- Submit updated Child Information Sheet and Continuation of Enrollment form to the main office by scanning and submitting electronically to KACenrollment@pathwaysforyou.org by the assigned deadline. **Please request a "read receipt" when you send the paperwork.**
- After your Continuation of Enrollment paperwork is processed you will receive a confirmation and additional paperwork. You will receive a confirmation by April 24th. **If you do not receive a confirmation by April 24th, please contact the office by April 30th.**
- Additional paperwork will be required once we confirm that you will continue to use the program beyond this school year. The additional forms will be sent to you electronically unless requested otherwise. Forms will include an updated Financial Agreement and CACFP application. If you are using summer program and/or are requesting a change of schedule for the school year, schedule requests will be required as well.

WHAT IF I ONLY WANT TO USE THE SCHOOL YEAR PROGRAM?

- You can use this option to continue your enrollment to school year program, summer program or both.

WHAT ARE THE BENEFITS FOR PARTICIPATING IN THE CONTINUATION OF ENROLLMENT OPTION?

- Priority Enrollment
- Reduced Paperwork
- Reduction in Processing Fee
- Register for Summer and School Year Programs simultaneously.

WHAT ARE THE LIMITATIONS?

- You are agreeing to your current enrollment status at your current site. Schedule changes can be requested but will not be reviewed until open enrollment begins on May 1st. As always, schedule changes will be approved based on availability.
- If you need to register a new sibling for program, you will be required to complete an open enrollment application packet for the new child. These forms can be submitted with your current program members but will not be reviewed or approved until open enrollment begins.
- Your processing fee is non-refundable.
- Each site has a limited number of Continuation of Enrollment slots based on their licensing requirements. If capacity is reached **prior to** the deadline, you will be given priority on the waitlist.

WHAT WILL HAPPEN IF I DO NOT CHOOSE TO USE CONTINUATION OF ENROLLMENT?

- If for any reason you choose not to participate in the Continuation of Enrollment or you withdraw from the 2018-2019 school year program after you have completed the Continuation of Enrollment process, you will be required to complete open enrollment paperwork and pay associated fees for summer and school year program. You will lose your priority placement.

WHAT ARE THE DUE DATES FOR CONTINUATION OF ENROLLMENT OPTION?

Friday, April 19th Continuation of Enrollment Agreement and Updated Child Information Sheet must be received.

Monday, June 3rd

- Financial Agreement and Income Verification *Once Annually*
- CACFP Application *Once Annually*
- Schedule Requests for the Summer Program
- Schedule Requests for the School Year (only if you need to change the existing schedule)

Friday, June 14th -Summer Program change of schedule or withdrawal. Once that date passes, you are financially responsible for the schedule that you requested.

Friday, July 26th -School Year change of schedule or withdrawal. Once that date passes you are financially responsible for 2 weeks of care at the school year rate.