

OPEN ENROLLMENT - EXPLANATION OF FORMS

Open Enrollment applications will be accepted at the Pathways, Inc. Main Office at 33 Denison Parkway West or by email to kacenrollment@pathwaysforyou.org.

All forms must be completed, signed and returned **before** enrollment will be considered.

Any **NEW FAMILY** to the program **MUST** attend an orientation to complete the enrollment process. **You will receive confirmation that we have received your application within 5 business days. If you do not have a confirmation of receipt after 5 business days, please contact us at (607) 937-3249.** Our office will contact you by phone and/or email to schedule an orientation. Submission of enrollment forms does not guarantee a slot in program.

Hard copies of forms are available at 33 Denison Parkway, Corning and at program sites.

- Child Application for Open Enrollment (per child).** This form is required for each child and must be complete.
- New Child Questionnaire (per child).** This form provides staff with extra information and helps them to get to know your child better.
- Kid's Adventure Club's Behavior Management Plan and Office of Child and Family Services Plan for Behavior Management (per family).** Return signed acknowledgement form.
- CACFP Application (per family).** Please submit for program to receive reimbursement to the program for snack.
- Summer Program Schedule Request (for Summer Program Enrollment)**
 - One completed form is required per family if you have 1 or more children and their schedules will be the same.
 - The sliding fee scale used to determine family tuition is on the website www.pathwaysforyou.org and has been included for your information to determine tuition.
- School Year Schedule Request (for School Year Program enrollment)**
 - One completed form is required per family if you have 1 or more children and their schedules will be the same.
 - The sliding fee scale used to determine family tuition is on the website www.pathwaysforyou.org and has been included for your information to determine tuition.
- Financial Agreement**
 - 1 month's income verification must be provided to qualify for the sliding fee scale. Updated financial verification is required **annually**.
- NEW FAMILIES FOR YOUR ORIENTATION**
 - **Expect** to spend approximately 30 minutes to complete the enrollment process.
 - Registration fee due at orientation.

