

# The Learning Gardens Child Development Center

## Application for Enrollment

**Child's Name:** \_\_\_\_\_ **Child's Date of Birth:** \_\_\_\_\_

**Parent/Guardian Information (1)**

Name: \_\_\_\_\_  
 Relation to Child: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Place of Employment: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

**Parent/Guardian Information (2)**

Name: \_\_\_\_\_  
 Relation to Child: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Place of Employment: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

*\*please indicate preferred method of contact above*

**Date care needed:** \_\_\_\_\_

**Child's current care situation (please check all that apply)**

at home full time     at home part time     family child care     center child care – center's name: \_\_\_\_\_

**Anticipated Schedule for your child: (e.g., 8:00-5:15)**

Monday	Tuesday	Wednesday	Thursday	Friday

**Referred from:** \_\_\_\_\_

An application fee of \$25 per child is non-refundable and required for placement on the waiting list.

When an opening becomes available, you have two business days to respond. If you decide to accept the opening, you must put down the first month's tuition in addition to a one-time \$300 enrollment fee per family. The enrollment fee is refundable if your child/children are enrolled a minimum of 60 days and withdraw from The Learning Gardens with a 30-day written notice.

The full month's tuition is due on the 3<sup>rd</sup> business day of each month, if paying by check. If paying by auto-withdrawal, ½ month's tuition is due on the 1<sup>st</sup> and the 15<sup>th</sup> of each month.

There is a \$50 annual classroom materials fee, which will be due upon enrollment and each September 1<sup>st</sup> thereafter, while enrolled at The Learning Gardens.

I understand and will comply with the aforementioned statements in regards to fees.

**Parent Signature:** \_\_\_\_\_

*(office use only)*

Fees paid (date, amount, check #) Application (\$25.00) \_\_\_\_\_ Enrollment Fee (\$300.00) \_\_\_\_\_

- Entered in ProCare:
- WL Confirm Sent:
- Enrollment Offered:
- Enrollment Accepted:
- Start Date:
- EF, MF, Tuition Charged:
- Enrollment Forms Sent:

- Enrollment Forms Rec'd:
- Enrollment Forms CC'd
- Policy Manual Sent:
- Policy Manual Rec'd:
- First Month's Tuition Rec'd:
- File Complete
- Attendance Sheet Complete

- Mailbox
- Computer Codes Assigned
- Key Cards Assigned
- Key Card Agreement Sent:
- Key Card Agreement Rec'd:
- Entered in CFC
- Entered on ACH list