

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 \$35 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 3rd business day of each month, if paying by check. If paying by auto-withdrawal, 1/2 month's tuition is due on the 1st and the 15th of each month.
- There is a \$75 annual classroom materials fee, which will be due upon enrollment and each September 1st 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 (\$35.00) _____ 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