

Admission Policy & Procedures

Parents of children ages 6 weeks to 11 years may apply for enrollment in one of CLC's child care and preschool programs. Children of any race, creed or national origin will be accepted in the center. Admission will be from current families and then the top of the waiting list to fill vacancies.

How to enroll.

Parents will:

- The parent/guardian should telephone the center for an appointment to meet with the Administrator to review the Parent handbook and explain the policies and procedures.
- Parents must complete the registration forms and pay the current registration fee and a complete a schedule change form the week prior to the start date. The registration fee is a non-refundable fee, due yearly on the anniversary date or after each 2 weeks of vacation time. There is also a new re-registration fee when programs change for the school age children in June and August.
- Physical & immunization forms for children must be signed by a physician and returned within 30 days of the child's start date.
- All registration forms and financial agreement must be signed and returned prior to the child's first day of attendance
- All children must have a clean set of clothes at the center at all times.

Administrator/Director will

- Meet with the parent and explain policies and procedures for parents and children and tour the center and classroom.
- Collect all necessary information for Enrollment and licensing compliance.
- Give copies of child's emergency and enrollment forms to the classroom prior to the start date.
- Set up an account for each child/family.
- Assure that Enrollment forms are received prior to the deadlines.

Children will:

- Have an opportunity to visit the classroom prior to their start date to familiarize them with the classroom, staff and other children.

Staff will:

- Receive a copy of the child enrollment forms from the Administrator and use that information to make a hook, cubbie or diaper storage area for each new/transferred child prior to their 1st day to welcome the child to the classroom.
- Staff will make a (temporary) name label for the table until a permanent fit is found.
- Staff will assign a portfolio packet for the child.
- Staff will make a name tag with a picture of the child and their name for younger classrooms, and a name tag for older children using planning boards
- Add child's name to classroom areas such as birthday boards, cots, storage, etc.
- Ask parent about child's preferences and welcome personal items that comfort the child