

## **Essentials in the Process of Enrolling Your Child(s)**

### **Enrollment package & Health documentation:**

**All forms and documents must be filled out completely and signed as in your child's file. Such as:**

**Enrollment form**

**Completed & signed contract**

**Permission to Give Lotions and Creams**

**Permission to Take Photographs**

**Policy Statement Acknowledgement and acceptance**

**Acknowledgement of receiving DCF's "Know Your Child Care"**

**Child(s) current immunization and physical record**

### **Deposit:**

**There is a deposit. The deposit equals the amount of your child's tuition that you are responsible for each week. If you are a "Self Pay" then it is one week tuition. If your child care is subsidized under Title twenty or a similar program than your deposit equal your "parent fee" for one week.**

### **Immunization and physical:**

**It is a third class Misdemeanor to have your child enrolled in any child care center or family Home care facility without or with an out dated immunization or physical record.**

### **Tuition payment:**

**Tuition payment or "parent fee" are due as stated in the contract and in the Parents' Handbook at the beginning (Monday) of each week.**

**Department of children and Families require all parents and legal guardians to read and sign their pamphlets "Know your Child Care" and the H1N1 Flu information pamphlet.**

**It is the parent's responsibility to keep this Family Home Child Care Center update and informed concerning any and all enrollment and health information concerning your child. We appreciate your cooperation and ensure you that we are committed to give your child the highest quality of child care.**