



CURRENT FAMILY ENROLLMENT INSTRUCTIONS

All Forms, Summer and Fall, must be turned in to the front office by March 8, 2019 to retain your space for Summer and/or Fall 2019. On March 9, any open spaces will be offered to the people on our waitlist.

Please Note: Your account must be current for us to accept your enrollment packets

Step 1 – Smart Care

1. Log in to your Smart Care account and make sure that all your contact information is correct.

Step 2 - Enrollment Forms

Enrollment forms for Summer 2019 can be found on our website

www.thetownecreekschool.com/admission/

SUMMER ENROLLMENT PACKET (If your child will not be attending this summer, please skip to Fall Enrollment on page 3)

Please follow these steps to ensure you fill your forms out correctly.

- 1 PARENT HANDBOOK – PLEASE READ. You will be asked to sign a form in your enrollment packet stating that you have read and understand this information.
- 2 COMPLETE THE SUMMER ENROLLMENT PACKET (You do not need to fill out the Medical Information form or the All About Me for Summer unless there are updates) as well as any other forms that are applicable to your child. (I.e. Food Allergy Plan, Infant Monthly Feeding Chart, Swim Lesson Information, Splash/Free Swim Permission, etc.). These forms can be filled out, downloaded and saved on your computer if you have Adobe Reader DC (you can download this program free of charge at <https://get.adobe.com/reader/>) Or you can fill them out online, then print the forms and sign them.
- 3 Please fill out all forms on the computer rather than writing the information in by hand. This will help ensure that we can read everything clearly. Print out your forms and sign where appropriate. **Towne Creek can notarize your forms.**
- 4 **Please note: There is NO 1:00 pick up time for PreK during the summer.**

Page 2 Summer Enrollment (continued) Please remember to complete the following.

1. Fill in your child's information, your desired schedule, the Program (mark the class age your child is currently enrolled in), whether they'll have school lunch, and if so, check if you prefer to have vegetarian lunch.
2. Enter normal hours of attendance.
3. During the summer, **Infants through PreK** have the option of choosing the monthly rate or the weekly rate. If you choose the monthly rate, there is no discount for any time that your child does not attend during the summer. Should you choose the weekly rate, you only pay for the weeks that your child attends during the summer. Be sure you mark the weeks your child will be attending in the spaces provided. **Please Note: You cannot mix and match monthly and weekly pricing.**
4. Kindergarten through Sixth Grade only have the **weekly rate option**. **There is no monthly option for this age group. Please be sure to mark if your Elementary student will be attending Towne Creek on May 28, 29 and 30th and if they will have lunch.**
5. You are allowed to make changes in your child's attendance up until May 10, 2019, without penalty. After that, if you decrease your schedule in any way, you will incur a \$75 change fee.
6. Fill in the Parent/Guardian Contact Information and Driver's License information
7. Don't forget to fill in the Identification information question and to completely fill out the Emergency Contact and Release Information.
8. On Page 3 Choose your Summer Tuition Plan. Please note: if your child is attending 4 weeks or less during the summer, your tuition for the entire summer will be due June 3, 2019 no matter what dates they are attending.
9. Initial all policies then fill in the ACKNOWLEDGEMENTS at bottom of page 4
10. Read and initial each line of the Parent Agreement. Sign at the bottom of page 6.

YOU DO NOT NEED TO FILL OUT THE MEDICAL INFORMATION FORM OR THE ALL ABOUT ME FOR SUMMER ENROLLMENT IF YOUR CHILD IS CURRENTLY ENROLLED. THESE WILL NEED TO BE COMPLETED FOR FALL ENROLLMENT 2019.

11. Sign the Parent Handbook Acknowledgement (Page 11)
12. All students (except infants) need to have a signed Splash/Free Swim Permission Slip turned in with their enrollment packet.
13. If you are signing your child up for Swim Lessons, payment must accompany your swim lesson enrollment form. Please note: Fees are non-refundable. Be sure to only sign up for the lessons that you know your child can attend.

Print out your forms, sign them, and turn them in along with your summer supply fee. This will secure your child's space for the summer. NOTE: (There is no summer supply fee for Infants and Toddlers as theirs is an annual supply fee). **Remember, Towne Creek can notarize your forms**

FALL 2019 ENROLLMENT INSTRUCTIONS

Incentive!!!! Turn your Fall Enrollment Packet and fees in by end of day, March 20 and receive a \$25 discount (per child) on your child's FALL SUPPLY FEES.

Please Note: Your account must be current for us to accept your enrollment packets

Step 1 – Smart Care

- Log in to your Smart Care account and make sure that all your contact information is correct.

Step 2 – Fall Enrollment Forms

Enrollment forms for Fall can be found on our website under School Year 2019/2020

www.thetownecreekschool.com/admission/

Please Note: We are in the process of phasing out our two- and three-day Infant Program due to the high demand for 5 full days. However, Current Families will still be given the two- and three-day options. Please check with the front office for pricing.

1. Everyone will have to completely fill out **the entire Fall Enrollment Packet (Pages 1-10)**. Incomplete packets will be returned to you and your space will not be reserved until we receive the completed packet.
2. Families enrolling a new sibling will pay a \$50 registration fee rather than \$100. If this is a third child, there is no registration fee.
3. Families enrolling their child in Towne Creek Kindergarten School Day, should mark the 2:30/3:15 pick up time and those attending Kindergarten Full Day, mark the after 2:30 time.
4. Afterschool Registrants – Be sure to call Towne Creek and ask if we drop off and pick up at the public school you are zoned to. We must have at least 2 students signed up from your school to service that school in the fall.
5. If you know that you will be enrolling an infant (who is not yet born) at some point during the 2019/2020 school year, please fill out the front page of the enrollment packet and write down the approximate start date on the front of the form and submit it to the front office.
6. **PLEASE NOTE:** Updated **Medical Information Forms and Allergy plans** will be due by **March 25th, 2019 for Infants through Full Day Towne Creek Kindergarten students**. These can be faxed to the school at 281-261-7846 or emailed to TowneCreek@thetownecreekschool.com. **No preschool student will be allowed to start school if we do not have their updated signed health statements, immunization records, and Food Allergy Emergency Plan (if applicable) prior to the first day of school.**

Fall Enrollment Forms (continued)

7. Students with a diagnosed food allergy must submit a **Food Allergy Emergency Plan that is signed by both the parent AND the healthcare professional prior to their first day of attendance**. This form can be found with the enrollment information. Your child will be unable to attend school if we do not have this information. **It is a licensing regulation.**
8. We **will not need** an All About Me, Health Statement, or Immunization Record from students entering public Kindergarten thru 6th grade in Fall 2019.
9. Students turning 4 will need to have their vision and hearing checked and we will need to get a copy of those results within a month of their 4th birthday.
10. For children in the two-year-old classrooms and older, the student must be that age on or before September 1, 2019.
11. Fall Supply Fees are due by April 30, 2019 to retain your space for the Fall Session. Don't forget, if you pay them by end of day March 20, you receive a \$25 supply fee discount per child.
12. The new activity fee will be charged on September 1 for the school year. Rather than charging you for parties, or special events like Fall Fun or Snow Day, we are instead doing a one-time fee at the beginning of the school year to cover these types of things.
13. The Monthly Infant Feeding Chart must be submitted **by** the first day of attendance or sooner, for Infants (6 weeks to 15 months) for them to be allowed to attend Towne Creek.