



New and Returning FAMILY ENROLLMENT INSTRUCTIONS

Please remember to complete the following.

1. Fill in your child's information, your desired schedule, whether they'll have school lunch, and their normal hours of attendance.
2. Fill in the Parent/Guardian Contact Information and Driver's License information
3. Don't forget to fill in the Identification information question and to completely fill out the Emergency Contact and Release Information.
4. Initial all policies then fill in the ACKNOWLEDGEMENTS
5. Read and initial each line of the Parent Agreement
6. Sign the Parent Handbook Acknowledgement

Print out your forms, sign them, and turn them in along with your summer supply fee. This will hold your child's space for the summer. **Towne Creek can notarize your forms.**

- 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.
- New Families enrolling an infant age through Towne Creek Kindergarten student will pay a registration fee of \$100. If there are two siblings, you would pay \$150. This is a one-time fee.
- 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.
- If you know that you will be enrolling an infant (who is not yet born) at some point during the 2018/2019 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.
- Immunization records, doctor health statements, and allergy plans will all be due by August 1, 2018 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 signed health statements and immunization records prior to the first day of school.**
- 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.**
- We will not need an All About Me, Health Statement, or Immunization Record from students entering public Kindergarten thru 6th grade in the fall.

- 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.
- For children in the two-year-old classrooms and older, the student must be that age on or before September 1, 2018.
- Fall Supply Fees and Registration are due when you turn in your paperwork to retain your space for the Fall Session.
- The new activity fee will be charged in the month that you start. 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.
- The Monthly Infant Feeding Chart must be submitted **by** the first day of attendance for Infants (6 weeks to 15 months)