



## **SUMMER & FALL 2019 New and Returning FAMILY ENROLLMENT INSTRUCTIONS**

### **Registration Begins March 26, 2019 for Summer and Fall**

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 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 If your child is not attending the summer session, go directly to Page 2 for the Fall Enrollment instructions.

### **SUMMER 2019 ENROLLMENT PACKET INSTRUCTIONS**

1. Fill in your child's information, your desired schedule, the Program, 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.**
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

## SUMMER 2019 ENROLLMENT (CONTINUED)

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.
11. **Be sure to submit the Medical Information Form, signed by your physician, along with a copy of the most updated immunization records (infants through PreK) when submitting your enrollment packet. We will also need a Food Allergy Emergency plan signed by you and a health care professional, if your child has a diagnosed food allergy.**
12. The All About Me must be filled out for students age Infant through PreK.
13. Sign the Parent Handbook Acknowledgement (Page 11)
14. All students (except infants) need to have a signed Splash/Free Swim Permission Slip turned in with their enrollment packet.
15. 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. **Remember, Towne Creek can notarize your forms.**

### **SmartCare Account**

Once we have received your complete packet and entered your child into our system, you will receive an email from SmartCare which will allow you to set up your Towne Creek account and password. Once your account is set up, you will be able to:

- Enter your child's information as well as your emergency contact information.
- View and pay your tuition bill online (ACH or Debit or Credit cards. You pay a convenience fee if you use a debit or credit card)
- Check your child in and out on of school using the SmartCare Parent App on your phone or a key fob issued by Towne Creek Staff.

## Fall 2019 ENROLLMENT PACKET INSTRUCTIONS

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. 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.
3. 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.
4. 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 along with the appropriate fees.
5. Immunization records, doctor health statements, and allergy plans must be turned in with your fall packet 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, immunization records, and Food Allergy Emergency Plan on file prior to the first day of school.**
6. 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.**
7. We will not need an All About Me, Medical Information Statement, or Immunization Record from students entering public Kindergarten thru 6<sup>th</sup> grade in the fall.
8. 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 4<sup>th</sup> birthday.
9. For children in the two-year-old classrooms and older, the student must be that age on or before September 1, 2019.
10. Fall Supply Fees and Registration are due when you turn in your paperwork to retain your space for the Fall Session.
11. The activity fee will be charged on September 1<sup>st</sup>. Those students starting after January 1 will have their activity fee prorated. 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 activities.
12. The Monthly Infant Feeding Chart must be submitted **by** the first day of attendance for Infants (6 weeks to 15 months) Failure to do so will result in your infant not being able to attend school.

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