

CURRENT FAMILY SUMMER/SCHOOL YEAR ENROLLMENT INSTRUCTIONS

Priority Registration February 24 through March 7, 2025*

*Forms turned in after March 7 cannot be guaranteed a space in the upcoming sessions.

All accounts must be current for enrollment forms to be accepted.

SUMMER 2025

PLEASE NOTE: There is no 1:00 pick up time during the summer for PreK and there is no 3:15 pick up time during the summer for kindergarten.

Current Families with paperwork on file for the 2024/2025 school year need only fill out the “Summer Packet for Current Families” on the Admission Page of the website. (Click on Current Families, then Summer). From here, follow the directions below:

1. Download Adobe Reader DC free of charge at <https://get.adobe.com/reader/>. This will allow you to fill out the enrollment forms on the computer (and save them if you want to) easily.
2. Read the Parent Handbook 2025
3. Fill out page 1 of the Summer Packet for Current Families. Twos through PreK may choose monthly or weekly for the summer. Monthly students pay for the entire month and there is no refund for absences of any kind. Weekly students pay only for the weeks they are registered. Keep in mind there are no refunds for closures due to the weather.
4. Page 2 – Choose your payment plan (Plan 1 – pay by June 2 if your child is attending for four weeks or less, Plan 2 - Pay once a month on the 1st, or Plan 3 - Pay twice a month, half on the 1st and half on the 15th of the month).
5. Read and initial the policies on Page 2 and 3.
6. Page 3 – If any of your contact information has changed, please note the changes here.
7. Page 4 – Read and sign the Summer 2025 Splash and Free Swim Permission Slip.
8. Page 5 - Fill in and sign the Parent Acknowledgment page. Print, sign, and turn the completed packet in to the front office along with any registration or activity fees by Friday, March 7th to secure your child’s space for Summer 2025.
9. Parents of infants – Please fill out the Infant Monthly Feeding Chart before the first day of Summer (June 2). We must have this form on site for your child to attend their first day of Summer. Also, please read through the Sleep Exception Policy.
10. If current families are planning on enrolling a new infant or sibling (who did not attend the 2024/2025 school year) during the summer session, you will need to fill out the complete Summer Enrollment Packet rather than Summer Packet for Current Families. This can be found by clicking on the New and Returning Families tab on the Admission page and then clicking on Summer.

SWIM LESSONS 2025 To participate in swimming lessons, your child must be 3 years old on or before June 1, 2025. Sign up only for the swim sessions you know your child can attend. Fees will be due at the time you turn in your Swim Lesson Enrollment Form.

SCHOOL YEAR ENROLLMENT INSTRUCTIONS 2025/26

Please follow the instructions below. If your child is attending the 2025/2026 School year, you will fill out the entire School Year Enrollment 2025/2026 packet.

Download Adobe Reader DC free of charge at <https://get.adobe.com/reader/>. This will allow you to fill out the enrollment forms on the computer (and save them easily if you'd like).

PARENT HANDBOOK Be sure you have read through the updated Parent Handbook.

NEW SIBLINGS

If you are enrolling a new sibling in the school year, there will be a \$50 New Student Fee (unless you already have two students enrolled).

If you are expecting a baby and wish to secure a space, please turn in the first page of the enrollment packet with the expected start date. This page and the registration fee will hold a space for your infant. The entire packet must be filled out before your child's first day of school.

AGE GROUP (TWOS THROUGH TOWNE CREEK KINDERGARTEN)

Your child must be the age of the class on or before September 1, 2025.

AFTERSCHOOLERS: Please note that not all school closures will be included in your monthly tuition for the 2025/2026 school year. The dates that are included in tuition are listed on the tuition page.

If you sign your child up for Holidays Only, meaning your child only attends on school holidays, you will fill out the entire School Year Enrollment Packet (no All About Me or shot records) and turn it in. On the days your child attends Towne Creek, you will be charged a \$95 drop-in rate.

HEALTH

An updated Medical Information form (page 8) and a Food Allergy Plan (if your child has a food allergy) will be needed prior to July 1, 2025. If your child has received any updated immunizations, (not afterschool) we will need a new copy on file. **These forms must be on file prior to your child's first day of the 2025/2026 school year.** They can be faxed to 281-261-7846.

****All children turning 4 must have a vision and hearing check completed within 30 days of their 4th birthday. Towne Creek must have the results of that checkup on file within a month of your child's 4th birthday.**

You can choose to pay up front for the full school year and receive a 3% discount or pay monthly or semi-monthly. Infant and Toddler registration fees cover a 12-month period. Twos through Towne Creek Kindergarten registration fees covers the school year. Summer fees are due when turning in Summer Enrollment. **All School Year fees are due by April 25, 2025, to secure your child's space. If paid by March 7, 2025, you will receive a \$35 fall registration fee discount per child.**

SIGNATURES - Print and sign at the bottom of pages 7 & 10 and submit to the front office by Mar 7.