

NEW & RETURNING FAMILIES ENROLLMENT

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.

Whether you are signing up for Summer only/Summer and School Year/ or School Year only, you will need to do the following:

1. Read the Parent Handbook 2025 first.
2. Download Adobe Reader DC free of charge at <https://get.adobe.com/reader/>

This will allow you to complete any of the Enrollment Packets listed above.

Summer ONLY 2025

New and Returning Families will fill out the complete Summer Enrollment Packet on the Towne Creek website.

1. Go to www.thetownecreekschool.com
2. Click on Admission
3. Click on New and Returning Families
4. From here you can read the Parent Handbook, Download Adobe reader, then fill out all necessary forms.

Instructions:

1. Fill out page 1 of the Summer Enrollment. If your child is attending the full summer and they are PreK and younger, you can choose the monthly rate. If you will be on vacation for 2 or more weeks, the weekly tuition option will be more cost effective for you. Select the weeks that your child will be attending. Students in Summer Camp (kindergarten through 6th grade) do not have a monthly option and should only mark the weeks they will be attending throughout the summer. *T Shirts are included in the kindergarten through 6th Grade Summer Camp. Be sure to list your child's T-Shirt size.
2. Page 2 – fill out the Parent/Guardian Information as well as the Emergency Contact information. Don't forget to answer the Identification Information question in the middle of the page.
3. Page 3 – Indicate how you will be paying your summer tuition. Then initial all policies on the bottom of this page through page 6.
4. Page 7 – Be sure to fill out any allergies or special needs that pertain to your child along with the severity of the reaction. If your child has a food allergy, we must have a FARE Form (Allergy Action Plan) on site before your child will be allowed to attend school.
5. Page 8 – We will need the most recent copy of your child's immunization records (PreK and younger). The Medical Information Form must be signed by your child's physician if they are in our Infant through PreK classes. Children who turn 4 must have their hearing and vision checked within a month of their 4th birthday and the results will need to be turned into Towne Creek. If your child attended public school Kinder-6th during the school year, fill in the name

address and phone number of the school. We will not need a doctor's signature or copy of immunizations.

6. Page 9 – Infant through PreK students must fill out the All About Me Form. We do not need this form for kindergarten through 6th grade.
7. Page 10 – Complete the information on the Parent/Guardian Acknowledgement form.
8. Page 11 – Complete the information on the Splash/Free Swim Form
9. Print out and sign the paperwork.
10. Turn in your forms along with any registration fees. This saves your space for summer. Registration fees can be found on the tuition forms located at the bottom of the Admissions page on the website.
11. Infants – Please fill out the Infant Monthly Feeding Chart prior to the first day of Summer (June 2). We must have this form on site for your child to attend their first day of Summer

*If you find you need to reduce your summer schedule, please do so by May 9. Any reduction in schedule after this date will result in a \$75 change fee. There is no charge for increasing your schedule.

SWIM LESSONS 2025

To participate in swim 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

If your child is attending the 2025/2026 School year only, you will complete the entire School Year Enrollment 2025/2026 Packet.

NEW STUDENT FEES

If you are enrolling a new student there is a \$100 new student fee. If there is an additional sibling, you would add \$50. This is a one-time fee and will never be paid again.

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, the new student fee and the registration fee will hold a space for your infant. The entire packet will need to be filled out prior to your child's first day at 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. You will be charged \$30 for your child to attend on the days that are not included if your child attends on that day.

HEALTH

A Medical Authorization Form as well as a Fare Form (if your child has a diagnosed food allergy) must be submitted along with your child's immunization records prior to their first day of school but preferably by July 1st. (If the child is in afterschool, you need only list the name of the public school where the immunization records are on file. All children turning 4 must have a vision and hearing check completed and we will need the results of that check on file within 30 days of your child's 4th birthday. **We MUST have these forms on file prior to your child's first day of the 2025/2026 school year.** These can be faxed to 281-261-7846.

TUITION AND REGISTRATION RATES (Starting September 1, 2025)

Tuition and Registration rates are posted on the website on the Admission page near the bottom. 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 fee covers a 12-month period. Twos through Towne Creek Kindergarten registration fee covers the school year. **All School Year registration fees are due when turning in your enrollment paperwork.**

SIGNATURES

After completing your enrollment packet, please print and sign at the bottom of pages 7 and 10. Turn forms and fees into the front office.