

**CURRENT FAMILY SUMMER/SCHOOL YEAR ENROLLMENT INSTRUCTIONS**  
**ALL ACCOUNTS MUST BE CURRENT FOR ENROLLMENT FORMS TO BE ACCEPTED.**

**Priority Registration February 23rd through March 4, 2026\***

\*NOTE: If both Summer and School Year forms are not turned in by **March 12th**, space will not be held for the upcoming sessions as we will be enrolling Wait Listed students.

**SUMMER 2026**

**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 2025/2026 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 2026
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. (a \$75 fee will be assessed for reducing your child’s schedule after **May 8, 2026**). Keep in mind that there are no refunds for closures due to the weather.
4. Page 2 – Choose your payment plan (Plan 1 – pay by June 1 if your child is attending for four weeks or less, Plan 2 - Pay once a month on the 1<sup>st</sup>, or Plan 3 - Pay twice a month, half on the 1<sup>st</sup> and half on the 15<sup>th</sup> of the month). Please note: SmartCare charges a 2.85% fee for paying with Credit Card and a \$2 ACH fee per transaction.
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 2026 Splash and Free Swim Permission Slip.
8. Page 5 - Fill in and sign the Parent Acknowledgment page. Print, sign, and turn the completed packet into the front office along with all registration or activity fees by Wednesday, March 4th to secure your child’s space for Summer 2026.
9. Parents of infants – Please fill out the Infant Monthly Feeding Chart before the first day of Summer (June 1). 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 2025/2026 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 2026** To participate in swimming lessons, your child must be 3 years old on or before June 1, 2026. Sign up only for the swimming 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 2026/27

Please follow the instructions below. If your child is attending the 2026/2027 School year, you will fill out the entire School Year Enrollment 2026/2027 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.

PARENTS RIGHTS FORM Please complete this form, sign and turn in with your enrollment paperwork.

### 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 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, 2026.

AFTERSCHOOLERS: Please note that not all school closures will be included in your monthly tuition for the 2026/2027 school year. The dates that are included in tuition are listed on the Afterschool Program tuition page.

If you enroll your child 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, 2026. 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 2026/2027 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 4<sup>th</sup> birthday. Towne Creek must have the results of that checkup on file within a month of your child's 4<sup>th</sup> 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 cover the school year. Summer fees are due when turning in Summer Enrollment. **All School Year fees must be paid by March 23, 2026, to secure your child's space. If school year fees are paid by March 4, 2026, you will receive a \$35 fall registration fee discount per child.**

SIGNATURES - Print and sign at the bottom of pages 7 & 10 and submit it to the front office no later than **March 12** to secure space in the upcoming sessions. After this date, we will start enrolling those on the wait list, and space cannot be guaranteed.