



CURRENT FAMILY ENROLLMENT INSTRUCTIONS

All Forms, Summer and Fall, must be turned in to the front office by end of day, Monday, March 21, 2021 to retain your space for Summer and/or Fall 2021. On March 25, 2021 any open spaces will be offered to the students on our waitlist.

****Please download** Adobe Reader DC free of charge at <https://get.adobe.com/reader/> so that your enrollment forms will fill in correctly.

Please Note: Your account must be current for us to accept your enrollment packets

Enrollment Forms

Enrollment forms and tuition rates can be found on our website www.thetownecreekschool.com/admission/

SUMMER ENROLLMENT PACKET

Please Note: We will be closed Friday May 28th for Summer Make Ready Day and Monday May 31st for Memorial Day.

***The last day of summer for Kinder-6th is Tuesday, August 10th FBIISD begins school on Wednesday, August 11th. Towne Creek will not start our afterschool student pick-up until Monday, August 16th.**

The last day of Summer 2021 for Infants through PreK will be Wednesday, August 11th. Towne Creek will be closed to all students for Make Ready Days on August 12th and 13th. Towne Creek's first day of school will be Monday, August 16 for all students.

Please follow these steps to ensure you fill your forms out correctly.

- 1 PARENT HANDBOOK, COVID-19 Resources, and Travel Policy– 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 (You do not need to fill out the Medical Information form or the All About Me for Summer unless there are updates) 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 downloaded Adobe Reader DC.
- 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 **There is NO 1:00 pick up time for PreK during the summer. Half Day is 12:00 PM**

Page 2 Summer Enrollment (continued) Please remember to complete the following.

1. Fill in your child's information, your desired schedule, the program (mark the class age your child is currently enrolled in), whether they'll have school lunch. **NOTE: There is only a 5 Day Full Time Schedule for Infants.**
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 can make changes in your child's attendance up until May 14, 2021, 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
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 7, 2021 no matter what dates your child is attending.
9. Initial all policies then sign at the bottom of page 4
10. Read and initial each line of the Parent Agreement. Sign at the bottom of page 6.

YOU DO NOT NEED TO FILL OUT THE MEDICAL INFORMATION FORM OR THE ALL ABOUT ME FOR SUMMER ENROLLMENT IF YOUR CHILD IS CURRENTLY ENROLLED. THESE WILL NEED TO BE COMPLETED FOR FALL ENROLLMENT 2021.

11. Sign the Parent Acknowledgement (Page 12)
12. All students (except infants and toddlers) need to have a signed Splash/Free Swim Permission Slip turned in with their enrollment packet.
13. 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 registration fee (2's, 3's, PreK). This will secure your child's space for the summer. NOTE: (There is no registration fee for Infants and Toddlers as theirs is an annual fee. K-6 fees are included in their weekly tuition). **Remember, Towne Creek can notarize your forms**

FALL 2021 ENROLLMENT INSTRUCTIONS

Please Note: Your account must be current for us to accept your enrollment packet.

Incentive!!!! Turn your Fall Registration Fees (Formerly known as supply fees) in by end of day, March 17, and receive a \$25 discount (per child).

Step 1 – Smart Care

- Log in to your Smart Care account and make sure that all your contact information is correct. If any changes are needed, please contact the front office.

Step 2 – Fall Enrollment Forms and Tuition Rates

Enrollment forms and tuition rates for Fall can be found on our website under School Year 2021/2022 www.thetownecreekschool.com/admission/ *Be sure you have downloaded Adobe Reader DC prior to filling out your forms. <https://get.adobe.com/reader/>

1. Everyone will have to 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. Families enrolling a new sibling will pay a \$50 **new student fee (formerly known as the registration fee)** rather than \$100. If this is a third child, there will be no **new student fee**.
3. Everyone will pay the **Fall Registration Fee for 2021/2022**.
4. Families enrolling their child in Towne Creek Kindergarten School Day, should mark the 2:30/3:15 pick up time and those attending Kindergarten Full Day, mark the after 2:30 time.
5. 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 child's school in order to service that school in the fall. **Spaces will be limited and there will be no AM drop off this year.**
6. If you know that you will be enrolling an infant (who is not yet born) at some point during the 2021/2022 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. (a completed packet will need to be filled out prior to the child's start date).
7. **PLEASE NOTE:** Updated **Medical Information Forms and Allergy plans** will be due by **July 15, 2021 for Infants through Towne Creek Kindergarten students**. These can be faxed to the school at 281-261-7846 or emailed to TowneCreek@thetownecreekschool.com.

Fall Enrollment Forms (continued)

No preschool student will be allowed to start school if we do not have their updated signed health statements, immunization records, and Food Allergy Emergency Plan (if applicable), prior to the first day of school.

8. 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.**
9. We **will not need** an All About Me, Health Statement, or Immunization Record from students entering public Kindergarten thru 6th grade in Fall 2021.
10. 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.
11. For children in the two-year-old classrooms and older, the student must be that age on or before September 1, 2021.
12. **Fall Registration Fees** are due by April 15, 2021 to retain your space for the 2021/2022 School Year. **Don't forget, if you pay this fee by end of day March 17, you receive a \$25 discount per child.**
13. The Monthly Infant Feeding Chart must be submitted **by** the first day of attendance or sooner, (for Infants 6 weeks to 15 months) for your infant to be allowed to attend Towne Creek.
14. Once your packet is completed, print it, sign pages 3,5,6,7,8, and 10 and turn it in along with your Registration Fee. **(All registration fees must be received by April 15, 2021 in order to secure your place for the 2021/2022 school year).**