



**SUMMER & FALL 2022 New and Returning FAMILY ENROLLMENT INSTRUCTIONS**  
**Registration Begins March 28 for Summer and Fall**  
**Summer begins May 31, 2022**

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

- 1 Download Adobe Reader DC free of charge at <https://get.adobe.com/reader/>  
This will allow you to fill out the enrollment forms (and save them if you want to) easily.
- 2 PARENT HANDBOOK 2022. You will be asked to sign a form in your enrollment packet(s) stating that you have read and understand this information.
- 3 COMPLETE THE SUMMER AND/OR SCHOOL YEAR ENROLLMENT PACKETS 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.).
- 4 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.**
- 5 If your child is not attending the summer session, go directly to Fall Enrollment instructions.

**SUMMER 2022 ENROLLMENT PACKET INSTRUCTIONS**

1. Fill in your child's information, your desired schedule, the Program, whether they'll have school lunch or home 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 13th 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 including city, state, zip code, and phone number
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 6, 2022, 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. On Page 7, The First/Aid Allergies page, check the items you authorize Towne Creek to use if the need arises. Under the Allergies/Special needs section, list any allergies your child may have. Diagnosed food allergies require that you submit a FARE plan along with your enrollment packet for your child to attend school. This is a Food Allergy Action plan that must be signed by you and your child's health care provider. If there are no allergies or special needs, please mark N/A. Fill in your Primary Care Physician's information and then sign at the bottom of page 7. Towne Creek can notarize the form for you.
12. **Page 8 (Infants through PreK)** Attach a copy of your child's immunization records. Children four years of age must also turn in their vision and hearing screening results. Your child's health care provider must sign the Health Care Professional statement and this form must be turned in with the enrollment packet. **Kinder through Sixth Grade** we do not need the immunization records or signature from the health care professional. However, we do need the name, address, and phone number of the public school your child attended in the 2021/22 school year.
13. **Page 9 All About Me** (Must be filled out by Infant through PreK).
14. **Page 10 Parent/Guardian Acknowledgement Page** – Be sure you have read through the Parent Handbook 2022 and then sign at the bottom of this page. Towne Creek will notarize.
15. **Toddler 3 through Sixth Grade** – Please fill out and sign the Splash and Free Swim Permission Slip.
16. 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 and new student enrollment fee (new families only). This will secure your child's space for the summer. **Remember, Towne Creek can notarize your forms.**

PLEASE NOTE:

- **Kindergarten through 6<sup>th</sup> grade registration fees are included in the weekly tuition.**
- **Infant and Toddler Fees will be prorated for the summer for new students.**
- **Last Day of Summer for Kindergarten through 6<sup>th</sup> grade is August 9th. They will not attend Towne Creek August 10th thru August 12th.**

- **The last day of summer for Infants through PreK is Wednesday August 10. Towne Creek will be closed to Infants through Towne Creek Kindergarten on Thursday and Friday, August 11 and 12 for Make Ready Days.**
- **FBISD'S first day of school is Wednesday, August 10<sup>th</sup>. Towne Creek will NOT be picking up students from public school until our first day of school on August 15, 2022.**

### **SmartCare Account (New Families)**

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. (If you have never done so). Once your account is set up, you will be able to:

- 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.

### **School Year 2022/23 ENROLLMENT PACKET INSTRUCTIONS**

#### **Towne Creek's School Year begins Monday August 15, 2022**

1. Please fill out **the entire Fall Enrollment Packet (Pages 1-9)**. 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 new student 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 2022/2023 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. You will need to complete the entire packet once your child is born.
5. Immunization records, doctor health statements, and FARE allergy plans (if your child has a diagnosed food allergy) 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 or Immunization Record from students entering public Kindergarten thru 6<sup>th</sup> grade in the fall of 2022. We will need the name, address, and phone number of the public school that your child will be attending.
8. Students turning 4 will need to have their vision and hearing checked and we will need to receive 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, 2022.
10. Prior to turning in your enrollment packet, be sure you have completely filled out page 1, initialed all policies, filled in all allergy and special needs information, completed an All About Me (if your child is Infant through Towne Creek Kindergarten), read the Parent Handbook 2022, and signed pages 6 and 9.
11. Fall Registration Fees are due when you turn in your paperwork to retain your space for the Fall Session.
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.