



### To Whom It May Concern:

- 1 If you are interested in your child participating in (insert name) Before and After School Care Program the remainder of the year we need your cooperation. We enroll families alphabetically A-Z Monday-Thursday. Friday will be by appointment only. The times will be from 07:00 am- 10 am & 4-6pm. Please allow extra time in the am and pm for short delays. Please remember to bring all phone numbers and addresses. The enrollment process in the start of the school year is the appropriate time to correct these items in a proactive fashion. However, this does require parents stay and enroll thoroughly, *no packets will be allowed to leave the site.*

### Before Enrollment can be complete:

- 1 Your past due balance must be paid in full.
- 2 Enrollment will be done on rotating basis.
- 3 For all attending (insert company name) Program, there is a \$10.00 enrollment fee due and past due fees on the day you complete enrollment.
- 4 Your account with (insert company name) must be a ZERO BALANCE in order to be accepted in the fall program. If you need to know your account balance contact the billing office at (insert contact info)
- 5 All applicants must complete forms on-site @ (insert company name)
- 6 PLEASE BRING YOUR CHILD'S MOST RECENT PHYSICAL AND IMMUNIZATIONS as well as any Individual Care Plans

Thank you,

Site Director