

# Children's Enrichment Center

## ENROLLMENT PROCEDURES

- A child may register for enrollment in the program at any time provided there is space available.
- Children can be age one year three months (1.3) to age nine (9) to enroll in CEC. It is not required that children entering the toddler preschool program are toilet trained but we request that they be in cloth underwear if entering the pre-kindergarten program. We will provide the support needed to complete toilet training with reminders to use the restroom and assistance in changing clothing in the event of an accident.
- The following are ways to know when your child is ready to be toilet trained: Staying dry for several hours, able to communicate the need to use the toilet, ability to use the toilet on one's own and ability to change oneself in the event of an accident with minimal assistance.

Parents or guardians are responsible for completing all registration forms (the Medical Form, Release/Emergency Form, Enrollment Contract and Enrollment Packet) to secure enrollment. All forms must be signed and submitted to the Director or Administration before a child's first day of attendance. No child may start at the CEC without these forms completed and returned to set-up the child's CEC file.

- Parents must update and keep all forms current. Parents or guardians must provide new information to Administration or the Director regarding information such as emergency contacts, names, employers, phone numbers, arrival and departure times, and any other requested information to assist us in providing the care your child needs. E.g. Educational (IEP), social and support services as well as medical conditions and concerns. Knowledge of family interests and needs is also helpful and should be shared at the time of enrollment. An annual update of your child's enrollment forms is required for continued enrollment.
- Parents must schedule an appointment to visit the Center, to complete their enrollment, and to discuss the CEC expectations of both child and parent involvement in CEC. We encourage parents to visit the Center with their child before the child stays at the Center alone. This can help make your child's first experience at the Center a pleasant one knowing he/she has been here before with their parent. Parents are also encouraged to call the first few days when children start to see how their child is transitioning to the new environment.
- There is a registration fee and deposit fee associated with enrollment based on the program and number of days enrolled at registration. Enrollment includes the non-refundable registration fee and a one week deposit to hold a space for each child prior to their admittance into CEC. The deposit is applied to the final payment when a two-week written notice of withdrawal from the program is submitted. No refunds are made once the application is processed and the contract is completed and signed.

## STATEMENT OF NON-DISCRIMINATION

The Children's Enrichment Center encourages children of all backgrounds to attend. CEC does not discriminate based on sex, race, religion, color, creed, cultural heritage, political beliefs, disability, sexual orientation, marital status, national origin or ethnic background.