



Sunshine Playschool

Dear Parent's,

Thank you for choosing Sunshine Playschool! Our center strives to provide a safe, educational, and fun environment for all children. Here at Sunshine, we believe that our children grow best when both the parents and the teachers are working together. We hope your entire family will enjoy the center and the friends you will make here. Once again, Welcome!

Below is our enrollment checklist. You will have **30 days** from the start of enrollment to provide 3231 form.

- Application- Complete first application for youngest enrolling student
- Submit an "Additional Child Application" for each additional sibling
- Complete a Transportation form for Each Before & After school student and any child utilizing home transportation
- Immunization form 3231 or Religious Affidavit
- Caps childcare certificates (if applicable)
- Copy of Parent ID

Helpful Reminders

- Tuition is due whether the child is present or not. Tuition covers your child's place in our program, it is **NOT** based on attendance.
- Tuition is due every Friday! **Late payment fees are added to all unpaid accounts at close of business Fridays. This fee is \$25**
- If tuition is not paid by Monday morning your child will not be permitted to attend.
- The center closes at 6pm. Late pickup fee is \$1 per minute, starting after 6:00pm.
- **To withdraw you must give a two week's notice and tuition MUST be paid for those two weeks. If not, the account will be turned over to a collections agency.**

****Our Parent handbook can be found on our website under the Additional forms & Resources page****