



FAMILY LINKS EARLY LEARNING CHILDCARE CENTER
Enrollment Policy



Purpose

The Enrollment Policy outlines the procedures and requirements for enrolling children at Family Links Early Learning Childcare Center. Our goal is to provide a fair and transparent process that ensures all families understand their responsibilities and the center's expectations.

Eligibility

Family Links Early Learning Childcare Center accepts children between the ages of 6 weeks and 5 years. Enrollment is open to all families regardless of race, color, national origin, gender, religion, or disability, in compliance with state and federal nondiscrimination laws.

Enrollment Process

1. Tour and Inquiry: Parents/guardians are encouraged to schedule a tour of the facility to learn more about our programs and policies.
2. Application: Families must complete an Enrollment Application Form and submit it with a non-refundable registration fee.
3. Required Documentation: Prior to admission, the following documents must be submitted:
 - Completed enrollment forms
 - Child's birth certificate or proof of age
 - Current immunization records
 - Emergency contact information
 - Medical information and any allergy or health action plans (if applicable)
4. Enrollment Meeting: A family orientation will be scheduled to review policies, procedures, and expectations before the child's first day.

Tuition and Fees

- Tuition rates are established annually and communicated in advance.
- Tuition is due on the first business day of each week or month, depending on the payment plan selected.
- Late payments may result in a late fee or suspension of care until the balance is paid.
- A two-week written notice is required for withdrawal from the program. Failure to provide notice may result in the loss of the deposit.

Hours of Operation

Family Links Early Learning Childcare Center is open Monday through Friday from 7:30 a.m. to 6:00 p.m. We observe major holidays, which will be listed in the annual calendar provided to families.

Attendance

Regular attendance is essential for consistency in a child's development.

- Parents are asked to notify the center as soon as possible if their child will be absent.
- After three consecutive unexplained absences, the center may contact the family to determine continued enrollment status.
- Excessive absences may impact a child's placement in the program.



Withdrawal or Termination of Enrollment

Family Links reserves the right to discontinue services if:

- Tuition payments are consistently late or unpaid.
- Parents or guardians fail to comply with center policies.
- The child's needs cannot be safely met within the program's scope and resources.

In such cases, the center will make every effort to communicate with families and support transitions when possible.

Confidentiality

All information provided during enrollment is confidential and used solely for administrative and emergency purposes. Records will not be released without written consent from the parent or guardian, except as required by law.

Parent Acknowledgment

I have read and understand the Family Links Early Learning Childcare Center Enrollment Policy. I agree to comply with the center's guidelines and procedures as outlined above.

Parent/Guardian Name: _____

Signature: _____

Date: _____