

Dear Parent(s)/Legal Guardian,

Thank you for choosing the Children's Center of the Upper Valley as your child care provider. In order to complete the enrollment process, we will need the following items from you prior to your intake (meeting) with your child's teacher.

CONTRACTING PROCESS

STEP ONE Contract Fee Rate Determination:

All paperwork due before Contract can be prepared, prior to Intake Meeting

- If you will be paying our standard full rates, we can prepare your contract once we know your start date and number of days of attendance.
- If you have elected to use our sliding fee scale, we will need verification of your gross family income for contracting purposes. Please follow the instructions on the enclosed Gross Family Income Verification form.
- If you receive assistance with childcare payments from Vermont State or the Lebanon School District, please also follow the instructions on the Gross Family Income Verification form.
- If you are authorized for a childcare subsidy through New Hampshire State, or are planning to apply for a subsidy, please see the instructions on Enrollment for Subsidized Childcare.
- **Automatic Withdrawal Form.** This is not required but is a service that we provide for your convenience, so that your fees can be automatically paid weekly, biweekly or monthly.

STEP TWO Contract Agreement

Signed Contract and Payment of Security Deposit equal to one week's fees to be completed with Administration the day of your Intake Meeting with Classroom Teacher.

ENROLLMENT FORMS

DUE BACK WITHIN A WEEK AFTER RECEIVING PACKET OF FORMS

1. **Child Emergency Information Form.** Make sure that there are at least two (2) emergency contacts other than the parents.
2. **Health Form.** This is to be filled out by your child's physician. You have 30 days to return this form to us.
3. **Immunization Record.** This record is due prior to your child's official start date.

The immunizations needed are:

- 4- DTP (diphtheria, tetanus and pertussis)
- 4- HIB (haemophilus influenza)
- 3- HEP-B (hepatitis B)
- 3- OPV or IPV (polio)
- 1- MMR (measles, mumps and rubella)
- 1- Varicella (chicken pox) or proof that your child has had this disease.

4. **Van Permission Form**
5. **Child Profile Form**
6. **Two Meal Program Forms**

All parents must fill out these forms as we participate in the USDA Food Program. One form is for the days that your child is here and the meals that he/she will be present for. The other is for your family's gross income. This must be filled out by everyone. If you are over income according to the guidelines outlined in the attached letter you may simply write "Over Income" across the boxes labeled Current Gross MONTHLY Income.

INTAKE MEETING DAY

- Meet with Administration: Jennifer Hosmer, Program Director
- Sign Contract with Administration, and pay security deposit.
- Meet with Classroom Teacher(s) and confirm start date.

START DAY

Weekly fees are due the first day of your scheduled week, or set up an automatic payment option on your intake day.

If you have any further questions, please don't hesitate to call.

Sincerely,

Jennifer Hosmer
Program Director