

# FPCDC Enrollment Record

Dear Parent,

\_\_/\_\_/\_\_

Completion of this enrollment agreement is required for enrollment. We request this information in order to comply with state licensing regulations and to enable us to better understand your child and meet his or her needs while in our care.

Child's Last Name: \_\_\_\_\_ Child's First Name: \_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_ Age: \_\_\_\_\_

Start Date: \_\_/\_\_/\_\_

We offer four different types of schedules. Please circle which schedule your child will be attending.

Schedule 1: (Two Days a Week) Days \_\_\_\_\_ (7:30am-12:30pm) (7:30am-3:00pm) (7:30am-5:30pm)

Schedule 2: (Three Days a Week) Days \_\_\_\_\_ (7:30am-12:30pm) (7:30am-3:00pm) (7:30am-5:30pm)

Schedule 3: (Four Days a Week) Days \_\_\_\_\_ (7:30am-12:30pm) (7:30am-3:00pm) (7:30am-5:30pm)

Schedule 4: (Five Days a Week) Days \_\_\_\_\_ (7:30am-12:30pm) (7:30am-3:00pm) (7:30am-5:30pm)

The monthly tuition of \$\_\_\_\_\_ is due on the 1<sup>st</sup> of each month. Payments received after the 10<sup>th</sup> of each month will be assessed a late fee of \$25.00

In the event of a medical emergency, I hereby give permission to Preschool staff to contact my child's physician (provide name and number) \_\_\_\_\_ and/or to transport my child for medical care via emergency transport. I further give permission to the attending medical staff to treat my child. I understand that neither Preschool staff nor the First Presbyterian Church is responsible for the cost of either medical transport or treatment.

Parent Signature: \_\_\_\_\_

In compliance with our policies and with state regulations governing child care, the Child File Checklist must be complete on or before the day of enrollment.

*If you have any questions or concerns please feel free to contact me at (505) 982-8919. We are looking forward to spending time with you and your child as we strive to provide the upmost of quality care.*

Sincerely,

Center Director

Parent/Guardian Signature

Date

**The CDC at the First Presbyterian Church of Santa Fe**

Anne Liley, Preschool Director  
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505-982-8919  
[preschool@fpcsantafe.org](mailto:preschool@fpcsantafe.org)