



# New Frontiers Preschool

## Registration & Enrollment Check List

Welcome! We are thrilled that you and your family are interested in joining the New Frontiers Preschool program. We can't wait to get to know you, your family, and – of course – your child, but we know that there are many steps to the registration and enrollment process before all the fun begins. We hope this checklist will aid you in this process. Some of the forms you will receive are for your information and should not be returned to the center, while others are mandated to be kept on file at the center and, thus, must be returned to complete Registration and Enrollment of your child. As always, please feel free to contact the center at **1-262-662-6088** or email "**info@nfpreschool.com**" if you have any further questions. We thank you, again, for choosing New Frontiers!

### **1) Registration**

Registration is the process of securing a child's spot in the program. It is the agreement between the Center and a family that the Center will accommodate the desired fixed schedule and that the family agrees to the policies, procedures, and financial obligation for that schedule.

Registration forms to return:

- New Frontiers' Registration Agreement**
- DCF Child Care Enrollment form**
- On-site Fieldtrip: Nature playground form**
- Tuition Express Authorization Form** (Disregard if paying by cash/check)

Registration documents to keep:

- Parent Policy Handbook**
- DCF 251: Appendix B, Meal Pattern Requirements**
- Parent Guide to Licensed Child Care**
- Toilet Learning Principles and Policies**

Deposit to Secure Position

To complete registration, please fill out the "Registration forms to return" and return them to the Center. **A \$50 non-refundable Registration Fee and the first two weeks of tuition are due upon registration to secure the spot.**

### **2) Enrollment**

Once registration is complete, we need to gather various documents to help us plan for your child's experience. We are obligated by the State to keep these documents on file at the center. They will be securely stored in the child's personal file.

Enrollment forms to return on or before the first day of attendance:

\_\_\_\_\_ **Health History and Emergency care plan**

\_\_\_\_\_ **Emergency contact/permission card form**

\_\_\_\_\_ **Authorization to administer medication** (needed also for lotions, diaper rash creams, sunscreen, bug spray, chap stick, and anything else applied to a child)

\_\_\_\_\_ **NFP Child Information form** (children 2+) or **DCF Toddler Intake form** (1 -2 year old students)

\_\_\_\_\_ **Child Health Report** (signed by physician)

\_\_\_\_\_ **Immunization chart** (have 30 days from start of attendance to return this form or comparable print out of record)