Chapel Hill Day Care Center
Re-enrollment Instructions
Deadline is January 31, 2018

To reserve a space for your child for the school year beginning Wednesday August 15, 2018 a re-enrollment packet must be completed and turned in to the office by January 31st. *Please read, initial beside each item, and sign the re-enrollment form. Complete the other forms that are included and return all to the office in the envelope provided along with your re-enrollment fee. Families who qualify for scholarship through DSS, CCSA, or Early Head Start are not required to pay the fee; however, all re-enrollment forms must still be turned in to reserve a space for your child for the school year starting 8/15/2018.* ***The annual re-enrollment fee is $200, or you can pay by January 12th at a discounted fee of $175.***

Re-enrollment is complete when both completed paperwork and fee have been submitted to the office.

If you are interested in your child moving from part-time care to full-time care, please e-mail me at office@chapelhilldaycarecenter.com Requests for schedule changes can only be made if the center has the requested space available. Requests for part-time care can only be honored if there is a family with a complimentary schedule request that will result in a fully enrolled space.

The following forms must be completed for each child and turned in to the office:

- Re-enrollment agreement
- New child application (revised form required by licensing)
- CACFP Participant Enrollment Form
- Family questionnaire

If any of the following forms apply to your family or child, you will also need to complete the appropriate form to be turned in with re-enrollment. See Kate or Jordan for these forms

- CACFP Eligibility Form (for those families whose household income fall within the free or reduced range)
- New allergy form signed by a physician for those children with allergies.
- Medication plan for those children who require medication on site at all times.
- Food restriction form for any child with a special dietary need that is not a documented allergy.

This year parents also have the option of signing up for direct debit tuition payment. You complete the authorization form and we will debit your tuition automatically on the 1st, 5th, or 10th of each month beginning in June. You choose the date that works for you!

Chapel Hill Day Care Center
Annual Re-enrollment Agreement
2017-2018

Child's Name_____ **Date of Birth** _____

Parent/guardian names _____

I give permission for my child to participate in developmentally appropriate supervised activities outside of the fenced playground. I further give permission for my child to participate in walking/stroller rides in the neighborhood.

Signature_____**Date**_____

I give permission for my preschool child to be transported in a city bus for a field trip. There will be no field trip requiring transportation for children under three years of age.(Parents will be notified in advance of each field trip with the details of the trip and field trip ratios will be maintained.)

Signature_____**Date**_____

If you would allow us to use photos or videos of your child for marketing purposes, please sign and date

Signature_____**Date**_____

Emergency treatment and transportation:
I hereby give permission to Chapel Hill Day Care Center, licensed by the Division of Child Development and Early Education to secure emergency medical, dental and/or emergency surgical treatment and to provide emergency transportation for the above named minor child while in care. Non-emergency medical treatment or elective surgery is not included in this authorization.

Signature_____**Date**_____

I understand and agree to abide by the following CHDCC policies. (Please initial each statement)

_____ My child will be transported to and from CHDCC in a car seat approved for his/her weight.

_____ I will sign my child in upon arrival and out upon pick-up in my child's classroom.

_____ I will help my child wash his/her hands daily upon arrival.

_____ I understand that my child may not be dropped off in the classroom with food. I will make sure my child has eaten or discarded any breakfast/snacks before entering the classroom.

_____ I will make contact with the CHDCC employee responsible for my child upon drop off and pick up, making sure that the staff member is aware of my child's arrival and departure.

_____ My child must be supervised by an adult at all times while on Center property. No infant or child may be left in a room or hallway without an adult present.

Volunteer Opportunities

Parent Name _____ e-mail_____

Best contact number _____

The Center is due for re-accreditation through the National Association for the Education of Young Children. We are currently in the self-study phase when we look at all aspects of our program which require input from all stakeholders. Please let us know how you are willing participate. Some possibilities include:

_____ Participate in a new parent group being formed by one of our current parents

_____ Help with keeping our website up-to-date and functioning properly.

_____ Help with the NAEYC parent survey

_____ Participate in a center and grounds walk-through to determine areas that require attention and problem-solve ways to address.

_____ Cover a classroom (your child's or another group) at naptime so teachers can work on NAEYC classroom portfolios or other NAEYC related activities.

_____ Help with obtaining needed materials from thrift stores and yard sales such as specific kinds of books, dramatic play items like cups, plates, utensils and dress-ups (that are not TV/movie character, princess, super-hero related). Kate will have a list of needed items.

Other Volunteer Activities

_____ Write a great CHDCC review on Yelp, Care.com, Google, or Carelulu.com

_____ Organize activities or gifts for teacher appreciation week (May 7-11, 2018)

_____ Volunteer to be on a parent reference list for potential new families to contact.

_____ Become a CHDCC welcoming parent for newly enrolled families.

_____ Be a chaperone for summer camp field trips or share your talents/interest/hobbies in a classroom

_____ Help with office tasks, like setting up list serves, proofing Parent Handbook & Personnel Handbook updates

_____ Help establish an internship program through UNC Business and Marketing programs.

_____ Bring us your ideas!