

## **2011-12 Enrollment Application**

Parents,

This Application for Enrollment form is posted for your convenience—you may print it off and fill it out at home, then either bring it in to our front office or mail it to us.

**Please note that applications will be processed on a FIRST COME, FIRST SERVED BASIS. If you choose to print this application at home, then bringing it in will be quicker than mailing it, which will provide a better chance at ensuring a spot for the fall.**

We will not be able to process enrollment applications unless you fill it out completely, and provide a check for the *non-refundable \$85.00 enrollment fee* with the application form.

Thank you for your interest in CrossPoint Children's Center,

CPCC Staff

# CrossPoint Children's Center

6950 Edison Ave., Chino, CA 91710

Tel. 909-902-1154

Date Received	_____
Time Received	_____
Check Amount	_____
Check Number	_____

## APPLICATION FORM FOR ENROLLMENT 2011-2012

(Please print. Thank you.)

**Child's Name** \_\_\_\_\_ Sex \_\_\_\_\_  
Last First M.I.

Child's Address \_\_\_\_\_ Birthdate \_\_\_\_\_  
P.O. Box or Street Address

\_\_\_\_\_ City State Zip Code

**Mother's Name** \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_  
Work Phone (\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_  
Home E-Mail \_\_\_\_\_

Address (if different from child's) \_\_\_\_\_

Mother's Place of Employment \_\_\_\_\_

Address of Employment \_\_\_\_\_

Position \_\_\_\_\_ Social Security # \_\_\_\_\_

**Father's Name** \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_  
Work Phone (\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_  
Home E-Mail \_\_\_\_\_

Address (if different from child's) \_\_\_\_\_

Father's Place of Employment \_\_\_\_\_

Address of Employment \_\_\_\_\_

Position \_\_\_\_\_ Social Security # \_\_\_\_\_

### Children's Center Schedule

CrossPoint Children's Center is open from 6:00 a.m.- 6:30 p.m., Monday through Friday. The following schedules are available. Please check  your preferred schedule on the block in front of your choice. If we are unable to accommodate you with your preferred schedule, we will try to accommodate you in your second choice, if you indicate a second choice.

**PLEASE NOTE: Classroom placement of your child is based on his/her birthday.**

(Please complete the other side)



# Enrollment Application

## CrossPoint Policy Information Summary

Please Read, Sign and Return with your Enrollment Application

The information presented in this form is a summary of the policies outlined in the Parent Handbook. This form is presented at the time of application to help parents understand CPCC policies.

### **I. CrossPoint Children's Center is a Year Round School**

- Our School Year is from the beginning of September through the end of August each year.

### **II. Annual Registration**

- Parents must register their child for enrollment for each new school year.
- Because CPCC is a year round school, if your child is currently attending CrossPoint and you wish to re-register him/her for the following school year, you must keep your child enrolled during the summer session to insure that a space will be available for that coming September. Please take this into consideration when registering your child for the new school year and as you pay your non-refundable registration fee for the Fall.

### **III. Withdrawal Procedures**

- If you wish to withdraw your child from CrossPoint a written notice must be turned in to the school office at least two weeks prior to your child's withdrawal. Verbal notifications will not be accepted as official notification.

### **IV. Vacation and Illness**

- Parents are required to pay tuition fees for each week their child is enrolled in the center whether or not the child is in attendance.

### **V. Tuition Payments**

- Initial tuition fees are prorated and are due the first day of your child's attendance.
- Monthly tuition payments are due the first working day of each month. *A late fee of \$20.00 will be charged to your balance if tuition is not received by 6:30 pm on the 5th day of the month.*

(over)

- Tuition is prorated on an average annual basis to ensure the continued quality operation of the center. Therefore, no tuition credit is given for any of the days when the center is closed or any days a child is absent due to vacation or illness. There are no provisions for leave of absence.
- September 2, 2008 CrossPoint Children’s Center began collecting tuition fees by Electronic Funds Transfer. Payments can be made by EFT from your checking or savings account or by recurring credit card charges.
- If you choose not to enroll in Tuition Express, our EFT provider, a \$5.00 monthly “handling fee” will be charged to your account as it will be necessary to continue processing your payments by hand.

**VI. Summer Session Reservations**

- Remember, CPCC is a year round school. There is no re-registration for the Summer Session, simply a reservation form for the various activities offered.
- Reminder! If your child does not attend Summer Session your space for fall cannot be guaranteed.

**VII. Arrival and Departure**

- The Department of Social Services and CrossPoint Children’s Center require parents to check their child in and out each day on the “Touch Screen” system at the front desk. After checking your child in, it is the parent’s responsibility to be sure that the teacher acknowledges the child’s arrival and departure every day.

**VIII. Required Forms for First Day of Attendance**

- Included with all the forms in your Enrollment Packet, two forms that will need to be filled out by your child’s physician are:  
 (1) Physician’ Report for Child Care Centers including a TB test indicating the results, (2) Current Immunization Record indicating required immunizations with dates given.

When you receive your packet of forms required for your child’s file, you will also receive a Parent Handbook which will elaborate on the information provided above.

***Accompanying your Parent Handbook is a Parent Contract which needs to be signed and returned with your child’s other forms.***

Thank you for looking into CrossPoint Children’s Center for the care and education of your child.

_____	_____
Parent Signature	Date
_____	_____
Parent Signature	Date