

**SUBJECT: ENROLLMENT**

**POLICY:** Providers will have parents put in writing any changes to the hours and meals claimed. These changes will be attached to the original enrollment form(s) for each family.

**PURPOSE:** To ensure that enrollment records are accurate and up to date.

**PROCEDURE:**

Parents will put in writing any changes to the schedule that their children are in care- including those meals that children will be in attendance for. A mini version of the DAY CARE HOME ENROLLMENT FORM is available for this purpose, although a handwritten note will be accepted as well.

**ENROLLMENT FORM CHANGE**

**DAY CARE HOME PROVIDER'S NAME** \_\_\_\_\_

**CHILDREN'S NAMES** \_\_\_\_\_

**MEALS** Child(ren) normally receive in care:

Breakfast  AM Snack  Lunch  PM Snack  Supper  LN Snack

Expected Days of Care	Drop-off time	Pick-up time	Check if attends on Non-School Days
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Days May Vary \_\_\_\_\_ Times May Vary \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

This institution is an equal opportunity provider.