



Academy Child Development Center, Inc.  
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## **Parents' Guide to the Application Process and Enrollment Procedure**

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### **APPLICATION PROCESS**

1. Schedule an interview and tour for you and your child with center director.
2. Parent Handbook & other materials are available upon request. Call director with any questions or for references.
3. Submit Application; \$25 non-refundable Application Fee; Student Information Form; and the Student Recommendation Form to the center director.
4. Selection for admission will be determined by Academy's ability to meet your family's needs.
5. After reviewing the application, Academy will inform you of an admission decision.

### **ENROLLMENT PROCEDURE**

1. Secure an enrollment packet, which includes a Parent Handbook, from the center director once you are notified of admission.
2. Return the following completed items as soon as possible or by date specified by center director:
  - \_\_\_ Enrollment Agreement
  - \_\_\_ \$100 Non-refundable Enrollment fee
  - \_\_\_ Security deposit for child care programs or June's non-refundable tuition for part-day programs
  - \_\_\_ Acknowledgment form from inside cover of "A Parent's Guide to Regulated Child Care"
3. When all items are received by due date, a Confirmation letter will be sent.
4. Attend mandatory Parent and Student Orientations.
5. To allow for review and planning and to comply with Maryland law, **parents must return the following completed forms at least one month prior to start date. Children will not be permitted to attend without a complete file.**
  - \_\_\_ Emergency Form/Medical Condition form
  - \_\_\_ Health Inventory (Part I- Parent)
  - \_\_\_ Health Inventory (Part II- Physician)
  - \_\_\_ Medication Authorization Form  
(Release to administer medication. Must match prescription container.)
  - \_\_\_ Directory form, Partnership survey and Car Seat Policy acknowledgement
  - \_\_\_ Materials Fee (Tiny Tots through School-Age [except Before School Only])

**If you have questions, please contact the center director for assistance. Thank you.**