



Child's Name: _____

Date and time of appointment: _____ / _____ / _____ @ _____ : _____ am/pm

Appointment is with: _____ **Telephone #** _____

Location of appointment: 195 Hillandale Avenue **OR** 64 Palmers Hill Road

Dear Parent(s):

In order to complete the registration for your child to attend the Children's Learning Center of Fairfield County, the following documents, registration packet and forms must be submitted at your registration appointment:

If all the requested documents are not provided at the time of your appointment, you will not be able to enroll your child.

1. A **\$35 enrollment fee** is due at the time of your appointment. This fee is cash only, exact change, or money order.
2. **Current health information** including (these forms are available on our website):
 - a current physical exam (Health Assessment form) with up to date immunizations (complete the parent side of the Health Assessment form);
 - a current dental form
 - your child's health insurance card and
 - medication and food restriction/allergy forms, as needed.
3. **Birth certificates** (full size) of all dependent children living in the household.
4. **Photo identification** of custodial parent(s) or legal guardian(s).
5. **Two proofs of residence** are required:
 - Please submit a current utility bill (gas, electric, or phone bill). We cannot accept a cable/TV bill unless it includes your phone.
 - Submit a current lease or mortgage statement
 - If you cannot provide both of the above listed proofs of address, please speak to a Family Service Worker before you come to your registration appointment to discuss alternate proofs of residence that may be accepted.
 - Please note: additional paperwork may be required.
6. **Proof of Income:**
 - All families will need to submit a copy of the most recent year's tax return.
 - Please submit paystubs for all working adults in the household.
 - If you are paid weekly, submit four current, consecutive paystubs.
 - If you are paid biweekly, semimonthly, or monthly, submit two currently consecutive paystubs.
 - If you do not receive paystubs, submit a current, notarized letter on letterhead from your employer stating your gross income, total work hours, and work schedule.
 - If you are self-employed please submit a copy of the most recent year's tax return including the Schedule C.
 - If an enrolling parent is attending school, a current school schedule will be required.

7. **Deposit:** A deposit equal to one month's fee is due at time of registration. Fees are calculated based on gross household income and family size. The first payment can be paid by check, money order, debit card, or credit card. **NO CASH ACCEPTED.**
8. **Registration Packet** (this packet is available on our website).
- The **Children's Learning Centers of Fairfield County (CLC) Intake Registration:** Please answer **all** of the questions (eight pages) on this form/application. Note that all questions are in both English and Spanish.
 - **Media Release**
 - **Emergency Form** (this form is available on our website).
 - a. This form must be kept up to date at all times. Please complete this form with the most current information available
 - b. This form requires the child's name, parent's names, phone numbers, address, and work information
 - c. All childcare programs are required to have at least two (2) emergency contact names and phone numbers of people who are authorized to pick up your child in the event that the staff is unable to reach you. Please list the people's full names, as shown on their photo identification, and daytime phone numbers. Please inform these people they have been put on the Emergency form.
 - d. Complete Emergency Medical Permission form on the back of the Emergency form.

If you have any questions, please contact the Admissions/Family Service Worker that you have your appointment with. **Please note: if all the requested documents are not provided at the time of your appointment, you will not be able to enroll your child.**

Thank you for your interest in the Children's Learning Centers of Fairfield County.