

## **How to Enroll FAQ's**

### **When can I enroll my child at Kids Co.?**

Kids Co. at South Shore enrolls children year-round for both school-age and early learning programs whenever space is available. Summer Day camp information and enrollment forms are available in early Spring and enrollment is first come first serve. (Maria: some centers may want to change this to include a time line)

### **How do I get enrollment forms?**

[Enrollment forms](#) for all programs are available at the center and on our website.

### **What information is required to enroll?**

Our initial enrollment form is the most comprehensive form you will have to fill out throughout your child's enrollment with us. We use the information contained in the enrollment forms to gather much needed information about you and your child so that we may serve your family the best that we can. All information must be provided in order for your child to participate including but not limited to your child's Immunization Record, health and well-being information, emergency contact and authorized pick up information. Parents/guardians are required by child care licensing to be thorough and complete in the enrollment paperwork.

### **What are the fees for enrolling my child?**

Kids Co. charges a one-time registration fee for each child of \$50 and holds a \$100 deposit on file when you enroll your child. Each returning year in September we charge a \$25 fee for continuing enrollment. Currently enrolled families do not have to pay a separate Summer registration, however, new Summer families must pay a \$25 registration fee and a \$50 deposit for Summer enrollment. Deposits are held on file until your child withdraws from the program and are fully refundable when proper 30 day notice is given.

### **What do I do when my forms are completed?**

Once you have completed and signed all of the necessary forms, attach a check for the Registration and Deposit and bring to the center to submit to the director. You will hear from the director regarding space availability and when your enrollment is accepted.

### **What if my child does not get into the school I have chosen?**

If your child does not get into the school where you have enrolled with Kids Co. and you no longer need the care, you will need to inform the director at the center of the change. If you inform the program within 30 days (by August 1<sup>st</sup> for the start of the school year) you will be eligible to receive your deposit back in full. If you are able to inform the director right away when your school is assigned (typically in April or May) you will not be charged the

registration fee and your enrollment will not be processed. Note that if your child is enrolled at Kids Co. he or she can still attend our program even if not attending the school where we are located. Talk to the director about transportation options through the school district.

**What do I do if I receive a City of Seattle or DSHS subsidy?**

Kids Co. is happy to accept all subsidy programs and will gladly work with families to gain the support they need. Kids Co. requires that an award letter from the subsidy program be provided with your enrollment forms prior to starting in the program. Families who receive subsidy are responsible for furnishing the award letter and maintaining their subsidy status/renewals. Kids Co. will charge the full amount of tuition in all cases where a subsidy has expired or lapsed or is not renewed. You will be responsible for all charges if the subsidy program does not pay retroactively. Talk to the director and center if you have questions or visit the [DSHS](#) or [HSD](#) websites for more information.

**What if I am applying for a Kids Co. Special Case Subsidy?**

Special Case Subsidies are given to families who need tuition assistance based on their individual family circumstances. Completed Special Case Subsidy applications should be attached to your child's enrollment forms and all information must be included or the application cannot be processed. Every effort will be made to review your [subsidy application](#) at the same time that your child is enrolling into the program.

**Does my child have to be potty trained to be enrolled?**

Kids Co. early learning programs are designed to meet the needs of individual children based on their developmental growth. We encourage parents to consider potty training prior to enrolling in our preschool programs for the comfort of the child. Since our preschool classrooms are not equipped with diaper changing stations, pull-up style diapers are required. Our staff are very good at helping children work on potty training while at school and will do our best to help your child achieve success in this area.

**What if my child has special needs or I have concerns about enrolling her/him?**

Kids Co. welcomes all children to participate in our programs at their level. We work closely with parents/caregivers, public health professionals and our licensors to accommodate special needs and address concerns. The best resource is to speak with the director about your child's specific needs prior to enrolling so that we can design an enriching experience for your child. Being open and communicating your concerns from the beginning will help our staff and your child to be more successful.