

Summer School Age Program Enrollment Instructions 2019

A completed enrollment FOR EACH CHILD is made up of seven** (7) pages, as follows:

- Application (pages 1-4) -- for this summer session
- Tuition agreement (page 5)—even if you request/receive financial assistance
- Attendance schedule (page 6) — grid for days/weeks of attendance
- **Tuition agreement for school year —if registration for fall is desired.

Required: Immunization record (current copy) **OR** permission to access VT Immunization Registry records (permission on page 3 of the Application). The immunization record must be sent along with your enrollment materials, unless you give permission.

Clear and complete information on these forms makes it possible for us to safely care for your child in our programs. We encourage you to re-read your form before sending it in; keeping a copy for your own records is a great idea.

The form above is also available via email request at schoolage@mjcvt.org

- If you have accessed these materials electronically, please note: **All forms must be printed off, since there are several places noted on the forms that you must sign to complete the enrollment. We have eliminated the fill-in version of the form, and offer only the print version this year.**

A NON-REFUNDABLE DEPOSIT OF FIVE DAYS' WORTH OF TUITION IS DUE BY APRIL 12th, to hold your child's spot. (This tuition is credited for the first five days of attendance.)
SUBSIDY/TUITION ASSISTANCE for childcare costs is available for those who qualify by income, incapacity, training or family need through Mary Johnson Child Care Services at (802) 388-4304. Please contact them at your earliest convenience to make sure that program costs can be covered.

For those using tuition assistance, a certificate of coverage must be in place by April 12th, to hold a spot.

- Completed forms must be returned to: Mary Johnson Children's Center
81 Water Street
Middlebury, VT 05753

through e-mail, regular mail, or by dropping them off at our office BY **APRIL 12th, 2019.**

- **Family Handbooks** provide additional information about the program's specifics of operation. Call 388-0522, or email, to request a printed copy, or access on the Center website.

If you have questions about the enrollment process, please contact MJCC School Age Programs Coordinator Anne Gleason at 388-0522.