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**Enrollment Procedure**

The following is the enrollment process at IC Kids:

1. When a parent calls in to inquire about our center, we schedule a visit for the parents.
2. When a parent visits the center and meets staff, they are given a hard copy of the enrollment packet (face sheet), and parent agreement.
3. When a parent is ready and wishes to enroll a child, a parent can pay a 2 week deposit and a registration fee of $75, and complete all necessary forms prior to the child’s first day. Immunization and medical forms are also due on or before the first day and receive checklist of what’s needed here at the center for the child.
4. If there is no current opening, the parent may place the child on a wait list. Slots are available on a first come first serve basis.
5. Before the child’s first full day, parents of the child and our director meet for an orientation in order to:
	1. Review IC Kids Policies and handbook
	2. Review the enrollment forms and medical records filled out for the child
	3. Address any questions or concerns the parents may have.
6. The parents are asked to bring the child/children for visits to the center during the week prior to the child’s start date to get the child acclimated to our environment and to determine the fit between child and our program. Toilet training status is not an eligibility requirement for enrollment as we work with families on toilet training.