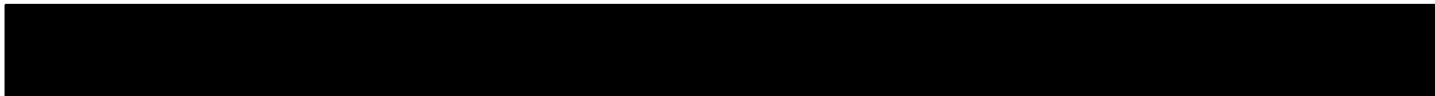




# INTAKE APPLICATION



Date: \_\_\_\_\_

By what date do you need preschool services? \_\_\_\_\_

(If you are applying before the birth of your child, please follow up when your child is born with the exact birth date.)

<b>1<sup>st</sup> Child's First and Last Name:</b>	<b>Date of Birth or Due Date:</b>
<b>Sex: (circle one)</b> F= Female      M= Male	<b>Child's Language(s)</b>
<b>Does your child have a disability or special need; speech and language or behavior concerns?</b> None _____ Suspected _____ Certified _____	

<b>2<sup>nd</sup> Child's First and Last Name:</b>	<b>Date of Birth or Due Date:</b>
<b>Sex: (circle one)</b> F= Female      M= Male	<b>Child's Language(s)</b>
<b>Does your child have a disability or special need; speech and language or behavior concerns?</b> None _____ Suspected _____ Certified _____	

<b><u>1<sup>st</sup> Parent/Guardian First and Last Name:</u></b>	<b>Relationship to Child:</b>	
<b>Address:</b>	<b>City/State:</b>	<b>Zip Code:</b>
<b>Phone Number(s):</b> Home (____) _____      Other Cell (____) _____      (____)	<b>Email Address:</b>	
<b>Primary Language</b>	<b>Employment</b> _____	<b>Training</b> _____
<b>Name of Employer/School:</b>	<b>Employer/School Phone:</b> (____) _____ (____)	
<b>Employer/School Hours</b> _____ to _____	<b>Days (please circle):</b> M T W TH F	

<b><u>2<sup>nd</sup> Parent/Guardian First and Last Name:</u></b>	<b>Relationship to Child:</b>	
<b>Address:</b>	<b>City/State:</b>	<b>Zip Code:</b>
<b>Phone Number(s):</b> Home (____) _____      Other Cell (____) _____      (____)	<b>Email Address:</b>	

**2nd Parent/Guardian Continued**

<b>Primary Language</b>	<b>Employment</b> _____ <b>Training</b> _____ <b>Other</b> _____
<b>Name of Employer/School:</b>	<b>Employer/School Phone:</b> ( ) _____ ( ) _____
<b>Employer/School Hours</b> _____ to _____	<b>Employer/School Hours</b> _____ to _____
<b>Days (please circle):</b> M T W TH F	<b>Days (please circle):</b> M T W TH F

**List all dependent children living in the home:**

<b>Name:</b> _____	<b>Birth Date:</b> _____	<b>Needs preschool services?</b> Yes _____ No _____
<b>Name:</b> _____	<b>Birth Date:</b> _____	Yes _____ No _____
<b>Name:</b> _____	<b>Birth Date:</b> _____	Yes _____ No _____

**Who is currently caring for your child?** \_\_\_\_\_

**Tuition Fees:**

For children 2.9 -4 years of age tuition is **\$1200.00 per month** and a **retainer of \$300.00** to secure a family's spot; this deposit will not be refunded if the child does not start school. At the end of your last month of tuition this deposit may either be put towards your tuition or refunded back to you.

Payment is due the 1<sup>st</sup> of the month payments received after the 3<sup>rd</sup> of the month will be assessed a 5% fine. If payment is not received by the 5<sup>th</sup> of the month you may loose your preschool slot. Payment is due every month in full whether your child attends all, part or none of that month. This is because tuition is annualized and our expenses remain constant whether your child attends or not.

**How did you learn about our program?**

Friend \_\_\_\_\_ Fair \_\_\_\_\_ Internet \_\_\_\_\_

Other: \_\_\_\_\_

**I affirm that all the above information is accurate to the best of my knowledge.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

*\*Upon filling this section out follow-up with the client to ensure they have a copy for their records.*

**Application Received**  
Date \_\_\_\_\_ By (staff name/title) \_\_\_\_\_  
Name of Center: \_\_\_\_\_  
Contact Info. Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Entered into Date Base: Date** \_\_\_\_\_ **By (staff name/title)** \_\_\_\_\_

**Accepted for Enrollment**  
FCP/ERSEA Manager Reviewed \_\_\_\_\_ Date \_\_\_\_\_  
Contact Info. Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Enrollment Scheduled on Date/Time:** \_\_\_\_\_  
**(Families are also able to fill out an enrollment packet on their own and then submit for review.)**  
**ERSEA Specialist II conducted enrollment or reviewed completed documents:**  
\_\_\_\_\_