

Parkland College Child Development Center

2400 West Bradley Ave., Bldg. G _ Champaign, Illinois 61821-1806 _ 217/373-3777

APPLICATION AND ENROLLMENT PROCEDURES

Applications are dated as they arrive. If an application is received but no openings are available, the child's name is added to the waiting list. The applicant of the oldest application for a particular age group will be notified if an opening occurs. If that applicant is unable to be contacted or the schedule is not acceptable, the next applicant will be contacted. When an opening is available, and your child has been accepted, an enrollment packet will be provided.

Note: Enrollment priority is given to full time Parkland College students. You will NOT be notified that you are *not* being offered an opening. We only contact potential families that are being offered an opening or in some cases to update information about a child and/or family.

Please refer to our current brochure or www.parkland.edu/childdev/fees.html for tuition rates.

Once you accept an opening at our center, you will need to pick up the parent handbook and enrollment packet and submit an initial non-refundable, non-transferable, \$50 space reservation/registration fee. Also, the following are required and must be received before the child can start at the beginning of each new semester (Fall, Spring and Summer):

1. A non-refundable, nontransferable \$30 space reservation/registration fee is added to your monthly bill unless the child will not attend (ie: in November, spring fee is added - in April, summer fee is added and in May, fall fee is added)
2. Completed registration form at each semester
3. Other documentation deemed necessary to complete the family/child file

Signature of Parent: _____ Date: _____
Please read the application and enrollment procedures before signing this application

OFFICE USE ONLY

Date application received _____
Contact attempt _____ Response _____
Contact attempt _____ Response _____
Contact attempt _____ Response _____
Contact attempt _____ Response _____
Accepted for Room _____ Confirm Schedule _____ Start Date _____

Over please ... application form is on the reverse side ...

APPLICATION FOR ADMISSION TO PARKLAND CHILD DEVELOPMENT CENTER

Please Complete All Areas and Please Print.

I am applying for my child to begin enrollment (check one): Fall Spring Summer Year: _____

I am: Full-time Parkland Student Part-time Parkland Student Parkland Employee None (Community)

*If you are a student, what is your projected graduation date? _____

CHILD INFORMATION

Name (First, Middle, Last): _____ Date of Birth _____ - _____ - _____
Month Day Year

Child's Gender: Male Female Child's Native Country/Ethnicity: _____

Street Address: _____ Home Phone: _____

City, State, Zip: _____

This child's parents are: Single Married Separated Divorced Widowed

Who has legal custody of the child? (check only one of the following options): Both parents Mother
 Father Other - relationship to child? _____

Annual Household Income Range (pick one):

0 - 25,975 25,976 – 34,999 35,000 – 44,999 45,000 – 54,999 55,000 +

Has your child been in care previously? No Yes If yes, care was: Family Home Daycare
 Center Based Other: _____

Please list any suspected or diagnosed physical or mental conditions/limitations: _____

Does your child receive services from any other agency?

If yes, please list: _____

CHILD'S MOTHER / Co-Parent

CHILD'S FATHER / Co-Parent

Name: _____ Name: _____

SSN: -- -- SSN: -- --

Address: _____ Address: _____

E-mail: _____ E-Mail: _____

Parent's Native Country/Ethnicity: _____ Parent's Native Country/Ethnicity: _____

Place of employment: _____ Place of employment: _____

Work phone: _____ Work phone: _____

• PLEASE CIRCLE WHICH ENROLLMENT OPTION WOULD BEST MEET YOUR NEEDS •

Options for enrollment are:

M – F: 7:30-5:15 or 7:30-12:30 or 11:15-5:15 or 11:30-5:15

M, W, F: 7:30-5:15 or 7:30-12:30 or 11:15-5:15 or 11:30-5:15

T, Th: 7:30-5:15 or 7:30-12:30 or 11:15-5:15 or 11:30-5:15

Please be sure to read the application and enrollment procedures and sign on the reverse side