

REGISTRATION AND ENROLLMENT

Eligibility

Children between the ages of six weeks and 4th grade are eligible to attend the Center. Our license is for a total of 200 children between the two sites. Each location is licensed for a certain number of children. *See Site Information for more details.* All children enrolled are provided with quality care in a safe and loving environment regardless of race, creed, religious affiliations or individual needs.

The Children's Center does reserve the right to terminate, refuse, or restrict care to a child if behavioral and/or social issues may affect the safety, health and general well-being of the child, peers, parents or staff. Though we offer special needs care, we are not a skilled nursing facility and do reserve the right to evaluate children prior to or in consideration of continued enrollment at the Center. *See Behavior Guidelines for more information.*

Enrollment Procedures

Before a child is enrolled in our program, we invite the family to tour our facilities. If the family chooses to attend our program, we ask for one week's non-refundable tuition for the deposit. If families are in the Child Care Assistance Program with the Department of Human Services, no deposit is needed.

Once a deposit is made you will determine a start date. We will give you enrollment paperwork to be filled out and returned. We ask that the paperwork be filled out and returned as soon as possible. We will need at least 24 hours to process your paperwork.

Enrollment forms are required by The Minnesota Department of Human Services. *See tuition Policies and Procedures for more information.*

Custodial and Non-Custodial Parent (referenced on enrollment form)

Custodial Parent – A custodial parent is a parent who is given physical and/or legal custody of a child by court order. A child-custody determination means a judgement, decree, or other order of a court providing for the legal custody, physical custody, or visitation with respect to a child.

Non-Custodial Parent – A non-custodial parent is a parent who does not have a physical custody of his or her children. It should be noted, however, that it is possible for a non-custodial parent to have legal custody, even though he or she does not have physical custody. In addition, many non-custodial parents enjoy liberal visitation rights, pay child support, and are actively involved in their children's lives.