



## Enrollment and Admission Policy

Enrollment is open to all children who are 6 weeks old to 12 years old at one of two TenderCare sites based on availability. If there is no opening available, you may opt to be put on a waiting list. We strongly recommend that parents/guardians visit our sites for a tour prior to enrolling. Feel free to bring your child with you when you take a tour of our facilities. The staff will be happy to answer any of your questions to help prepare you for the transition to our program. Generally, you should allow 30-45 minutes for a tour and again we want to encourage you to ask any questions that you may have. Enrollment requires a number of forms to be completed with our Enrollment/Office Staff.

The enrollment process can be time consuming and families should plan accordingly. TenderCare Child Care recognizes that parents often do not have the time to complete all the forms on one visit and will allow parents to take an enrollment packet home with them to be completed and then brought back to the Center for final review before your child is officially enrolled.

TenderCare has two site locations: 5229 W. Capitol Drive (Site 1) and 5305 W. Capitol Drive (Site 2). Site 1 serves children 6 weeks to 5 years. Site 2 serves children 5 years to 12 years. Each site has its own Provider Number and parents using State Child Care Authorizations must have an authorization that reflects the appropriate site for their child. If the Provider Number does not match the Site Number needed; the child will not be able to start care at TenderCare. Typically 48 hours are needed for processing all enrollment forms before a child can start at the Center. Exceptions to the 48 hour rule may be made on a case by case basis. In addition, for the school age program located at Site 2, TenderCare will not accept children who have been suspended from their school on a normally scheduled school day regardless of advanced notice.

Forms to be completed by the parent **prior** to enrollment:

1. Pre-enrollment Form.
2. Enrollment Form
3. Child Health Form and Immunization Record.
4. Intake Form (for children under 2 ½).
5. SIDS information
6. USDA Food Form
7. Transportation Form (school-age children who arrive on buses).
8. Payment Information and Requirements
9. Parent Information Form
10. Parent Handbook

Parent Shares (also sometimes known as co-pays) or private fees are charged to all parents who enroll at TenderCare as applicable. Parent Shares are determined by subtracting the amount that the State of Wisconsin gives in an authorization from the TenderCare fees for the appropriate age group. All new parents meet with the Financial Director to determine Parent Shares and sign payment agreements.

Child Care fees and payment policies are reviewed annually, are given to parents at the time of enrollment and can be requested at any other time.