

Summer School Age Program Enrollment Instructions – 2008

- If you have accessed these materials via e-mail communication, please note:

Attachments must be printed off, since there are several places noted on the forms that you must sign to complete the enrollment.

- Completed forms must be returned to: Mary Johnson Children's Center
81 Water Street
Middlebury, VT 05753
either through the mail, or by dropping them off at the Center.
- Family Handbooks are available at the Center to provide additional information about the program's specifics of operation. Call 388-2853, or email, to request a hard copy.
- A completed enrollment is made up of the following:
 1. Application (3 pages)
 2. Tuition agreement (1 page)
 3. Interest survey (1 page)
 4. Exchange of Information form (1 page)
 5. Attendance schedule (1 page)
 6. Summer Permissions Form (1 page)
 - 7. Immunization record (current copy)
 - 8. Food Program Form

The first six items are available via email at schoolage@mjcvt.org

The immunization record must be sent along with your enrollment materials.

The food program form will be available on site at program, and ALL must sign, regardless of income, to be sure that we are able to fully access reimbursements for our snacks and lunches for all children.

SUBSIDY/TUITION ASSISTANCE for childcare costs is available for those who qualify by income, incapacity, training or family need through the Addison County Child Care Services at (802) 388-4304. Please contact them at your earliest convenience to make sure that program costs can be covered.

If you have questions about the enrollment process, please contact MJCC school age care programs coordinator Anne Gleason at 388-2853.

**School Age Program Enrollment
Instructions – 2008-2009**

- If you have accessed these materials via e-mail communication, please note:

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- Completed forms must be returned to: Mary Johnson Children's Center
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either through the mail, or by dropping them off at the Center.
- Family Handbooks are available at the Center to provide additional information about the program's specifics of operation. Call 388-2853, or email, to request a hard copy.
- A completed enrollment is made up of the following:
 1. Application (3 pages)—must be completed every year.
 2. Tuition agreement (1 page)—must be completed for SCHOOL YEAR and SUMMER sessions.
 3. Interest survey (1 page)—only for new enrollments, unless parent/guardian wishes to report changes.
 4. Exchange of Information form (1 page)—good for one year (if you filled one out for summer '08, it's still valid.)
 5. Attendance schedule (1 page)
 6. Permissions Form (1 page)
 - 7. Immunization record (current copy)—if on file, must be up-to-date.
 - 8. Food Program Form—this is also good for one year. If you filled one out in summer '08, you're all set, unless there are changes to report.

The first six items are available via email at schoolage@mjcvt.org

The immunization record must be sent along with your enrollment materials.

The food program form will be available on site at program, and ALL must sign, regardless of income, to be sure that we are able to fully access reimbursements for our snacks and lunches for all children.

SUBSIDY/TUITION ASSISTANCE for childcare costs is available for those who qualify by income, incapacity, training or family need through the Addison County Child Care Services at (802) 388-4304. Please contact them at your earliest convenience to make sure that program costs can be covered.

If you have questions about the enrollment process, please contact MJCC school age care programs coordinator Anne Gleason at 388-2853.

VERGENNES
Summer School Age Program Enrollment
Instructions – 2008

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either through the mail, or by dropping them off at the Center.
- Family Handbooks are available at the Center to provide additional information about the program's specifics of operation. Call 388-2853, or email, to request a hard copy.
- **A completed enrollment is made up of the following:****
 1. Application (3 pages)
 2. Tuition agreement (1 page)
 3. Interest survey (1 page)
 4. Exchange of Information form (1 page)
 5. Attendance schedule (1 page)
 6. Summer Permissions Form (1 page)
 - 7. Immunization record (current copy)
 - 8. Food Program Form

****Completed application must be received BY APRIL 1st to be sure of placement. A wait list will be maintained.**

DEPOSIT must be received by MAY 1st to complete the enrollment.

The first six items are available via email at schoolage@mjcvt.org

The immunization record must be sent along with your enrollment materials.

The food program form will be available on site at program, and ALL must sign, regardless of income, to be sure that we are able to fully access reimbursements for our snacks and lunches for all children.

SUBSIDY/TUITION ASSISTANCE for childcare costs is available for those who qualify by income, incapacity, training or family need through the Addison County Child Care Services at (802) 388-4304. Please contact them at your earliest convenience to make sure that program costs can be covered. YOUR COMPLETED APPLICATION MUST BE RECEIVED BY THE ACCCS BY APRIL 1st, to save your child's place AND YOUR APPLICATION MUST BE APPROVED BY MAY 1st to complete your enrollment.

If you have questions about the enrollment process, please contact MJCC school age care programs coordinator Anne Gleason at 388-2853.