

ENROLLMENT PROCEDURES

Upward Bound Preschool is always available for visitation and honors an open-door policy to parents. If you would like to see the preschool in session before enrolling your child, please call the school to schedule a tour of the facilities.

You will be given a packet with very important forms that need to be filled out in full before your child's start date. Parents will meet with the director or lead teacher before enrollment to determine that all the required state forms are completed. At that time, staff will be glad to answer any questions you may have concerning the forms or the program. Also at that time, a schedule will be decided and tuition and financial requirements will be established.

ALL PAPERWORK MUST BE TURNED IN ONE WEEK PRIOR TO THEIR FIRST DAY. THEY MAY NOT START UNLESS COMPLETE!

1. Admission/Financial Agreement
2. Identification and emergency information
3. Automatic Withdrawal Form
4. Child's pre-admission health history (Parent's report)
5. Acknowledgment Form (Parents Rights/Caregiver form/ Sexual Abuse/Admissions copy/Handbook received)
6. Consent for Medical Treatment
7. Physician's report (to be completed by the physician). Under certain circumstances, you may have up to 3 weeks to provide this form. This form must include a current record of all immunizations.
8. Permission Form (phone number & address)
9. Field Trip Form
10. 5X7 Emergency Card

This information will be kept on file in the school office and will also be kept confidential.