

ENROLLMENT PROCEDURES

(Important Information! Please Keep For Your Records!)

Once contacted about a Child Development Center or School Age Care (CDC or SAC) opening:

- ◆ Parent has until 1700 hours of the next business day to contact CCRR and accept or decline enrollment.
- ◆ Once accepted, parent has 2 business days to contact the CDC/SAC to set up an orientation and pay a \$25.00 non-refundable deposit that goes toward the first week's care. (It is requested that, if possible, the sponsor attend the orientation. If sponsor is deployed, the spouse will need to show Power of Attorney in order to enroll child.) The following items need to be brought to the orientation:
 - 1) Sponsor's latest LES and/or current pay stub for civilian employees. Proof of student status for full-time students. If spouse is not currently working or going to school, he/she has up to 90 days from enrollment to find employment or start school or the child will lose the child care space and it will be offered to the next person on the waiting list.
 - 2) Child's Shot Record (CDC enrollees only)
 - 3) At least 2 names and phone numbers of local persons that would be allowed to pick up your child in an emergency situation.
 - 4) Copy of Sponsor's Page 2 showing child/children as dependent(s).
 - 5) **Single and Dual Military Only:** A copy of your Family Care Plan Certificate.
- ◆ Once you've submitted your deposit and your orientation and paperwork are complete, your space is secured. Deposits not made, orientations not attended, or incomplete paperwork will result in the space being forfeited and the child's name being removed from the waiting list.

Once contacted about a Child Development Home (CDH) care opening:

- ◆ Parent has until 1700 of the next business day to contact the CDH provider and set up an interview. Interview should be scheduled within 2 business days. If interview cannot be conducted within that time frame, the CCRR office should be informed of the difficulties.
- ◆ If it is agreed upon by both the provider and the parent that the child will enroll in the program, the parent must contact the CCRR office by 1700 of the next business day following the interview to confirm enrollment of the child and receive instructions on completing the subsidy paperwork* (if applicable) and registration card. The following items are necessary to complete the paperwork:
 - 1) Sponsor's latest LES and/or current pay stub for civilian employees. Proof of student status for full-time students. If spouse is not currently working or going to school, he/she has up to 90 days from enrollment to find employment or start school or the child will lose the child care space and it will be offered to the next person on the waiting list.
 - 2) Child's Shot Record

- 3) At least 2 names and phone numbers of local persons that would be allowed to pick up your child in an emergency situation.
- 4) Copy of Sponsor's Page 2 showing child/children as dependent(s).
- 5) **Single and Dual Military Only:** A copy of your Family Care Plan Certificate.

***THE SPONSOR'S SIGNATURE IS REQUIRED ON THE CDH SUBSIDY PAPERWORK.** If the sponsor is deployed, the spouse will need to show Power of Attorney in order to enroll the child.

- ◆ All deposits or fees required by the provider must be paid to the provider and the paperwork must be complete to secure the space.

If you are unable to attend the interview you have set up with the CDH provider, please have the courtesy to contact the provider, with as much notice as possible, to cancel and/or reschedule your interview. If you do not show up for your interview and do not notify the provider, it will be assumed that you do not want the child care space and the space will be offered to the next person on the waiting list.