

June 22, 2011

Dear Parents:

Welcome to the Texas Tech University Child Development Research Center! We are delighted to be able to include your child(ren) in our program. In order to complete the enrollment process, please return the completed enrollment forms and deposit to the CDRC office by **July 15th**.

These forms are also available online. If you prefer to complete your forms online - just go to the CDRC website <http://www.depts.ttu.edu/hs/cdrc> and look under "parent resources" and currently enrolled – enrollment forms. Complete the forms, print them, sign them and return them to the CDRC.

FORMS:

- Parking permit information** form
- Emergency Contact/Consent** (filled out **completely**, signed and dated)
- Contract** for Payment of Fees (signed and dated) for newly enrolled families
- Family Information Form** (signed and dated) or **Update to Family Information** (for returning children)
- Physician's Medical Form** (signed and dated by child's physician)
- Parent Medical Form** (signed and dated by parent)
- Copy of current immunization record** (child must be up to date)

New Families: Go to www.depts.ttu.edu/tttd/CCure_access_forms.php, scroll down and click on TTU CDRC and complete a secure access device form. Print it out, sign it (each form must be signed by the person to whom the key will be issued), and return it to the CDRC. We will complete our section and turn it over to the TTU Police Department where they will activate your electronic key to the CDRC.

FEES:

By July 15th

- **\$200 Deposit** – this **non-refundable** deposit will hold your space for the following school year and will be credited toward your August payment.

By August 22nd

- **Annual Registration Fee:** \$60.00 per child for returning children and \$10.00 per newly enrolled child (children enrolling for the first time will have their waiting list/application fee (\$50) applied toward enrollment fee)
- **Activity Fee:** \$75.00 per child enrolled in the toddler or preschool classroom
- **Tuition** – full monthly tuition payment (*minus the \$200 deposit paid in July*)

The July 15th deadline must be met for your spot to be held. We are audited regularly by Child Care Licensing and our records must be in compliance with their standards. Your help in getting enrollment forms completed and obtaining a copy of a *current* immunization record for your child will be greatly appreciated and necessary for your child to begin on August 22nd!!! No exceptions will be made – all paperwork must be completed and fees paid before you may leave your child in our care.

If you plan to be out of town when the due dates occur, please call our office and make arrangements prior to your departure. If you have any further questions, please feel free to contact the CDRC office at (806) 742-3016.

How we will welcome you:

- Your child's teachers come back to work on August 8th and will be contacting you to arrange a home visit. We are looking forward to visiting you and your child(ren) in your home. These visits allow us to spend some one on one time with you and your child(ren) and get to know the culture of your family.
- Our parent orientation meeting will be held Thursday evening, **August 18th** at 7:00. We will NOT be providing child care during the meeting. The teachers will be welcoming you in their classrooms and we do not have student assistant help at that time.
- In the morning of Friday, **August 19th**, the teachers will welcome you and your child(ren) into their classrooms. This is a great time for children to see their classrooms and the fun materials that are waiting. They can also find their names and spaces around the room. This is also a good time to bring materials (extra clothes, etc) the teachers will request so that you are not trying to bring it all on the first day.

We have found that participating in each of these events helps children, parents and staff have a much smoother and productive school year. We strongly encourage you, whether you are new to the center or are a returning family, to attend our parent orientation meeting. A parent handbook outlining our policies and procedures as well as your electronic keys will be distributed at this time.

The first day of the fall semester will be **Monday, August 22nd**. Again, we welcome you and your child(ren) and we look forward to sharing a wonderful year.

With warm regards,

Stacy Johnson
CDRC Director

Enclosures