**Mother/Guardian Information**

|  |  |  |
| --- | --- | --- |
| First Name: | | Last Name: |
| Address | |  |
| City: | State: | |
| Home Phone: | | Work Phone: |
| Cell Phone: | | Email: |

**Primary Language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father/Guardian Information**

|  |  |  |
| --- | --- | --- |
| First Name: | | Last Name: |
| Address (if different) | |  |
| City: | State: | |
| Home Phone: | | Work Phone: |
| Cell Phone: | | Email: |

**Primary Language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child Information**

|  |  |  |
| --- | --- | --- |
| First Name: | | Last Name: |
| Date of Birth: | | Gender: |
| Address: (if different) | |  |
| City: | State: | |

**Primary Language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please indicate your childcare needs**

|  |  |
| --- | --- |
|  | Full Time (Monday- Friday) |
|  | 3 Days (Monday- Wednesday-Friday) |
|  | 2 days (Tuesday-Thursday) |

**Have you already toured the center:** Y / N (If not we’ll be happy to set one up for you!)

**Desired Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow these simple steps to enroll your child at Arwo

**1.  Visit**

Schedule a tour using the form online or contact us at 536-0244. We invite you to meet with the director and ask as many questions as you feel necessary.  Generally, mornings are the best time to visit but we are happy to find a time that fits with your schedule.

**2. Apply**

To hold a space for your child (or place his/her name on the waiting list), submit the pre-enrollment application online, or mail/drop off a paper copy.

**3. Enroll**

Although Admissions decisions are made on an ongoing basis based upon many factors, an earlier date of application can be to your advantage. You will receive a confirmation of enrollment by phone or e-mail approximately 30 days before your preferred start date, then pay the registration fee of $50.  You will receive an enrollment packet. We ask that you please complete all the forms prior to your child’s first day.

**4. Relax**

Sit back and feel confident that your child is receiving great care with an inclusive, multicultural perspective!

Daycare and preschool enrollment at Arwo Learning Center is on a first come, first served basis according to date of the pre-enrollment application. Openings occur throughout the year as our children transition to their next class when they are ready. We are always accepting applications for our waiting list and encourage you to contact us to learn about current openings. Openings are filled from the waiting list as soon as they become available. Prior to your child’s final enrollment both the parents and the child must schedule a time to visit and spend time in the classroom where your child will attend. This allows for a more secure transition into the program.

If you are looking for care in the future, we advise you to complete the pre-enrollment application, so you can be on our waitlist. The care needs of the families we serve and those on the waitlist are forever changing and due that fact, we cannot guarantee or predict a start-date more than four weeks out. We will contact you approximately 30 days before your preferred start date, if there are spots available, to arrange next steps for final enrollment.

**Weekly tuition rates based on days of care**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rooms | Ages | Full Time | M-W-F | Tu-Th |
| South America | Infants | $303 | $227.25 | $151.50 |
| Africa/ Oceania | Toddlers/ Young Preschool | $279 | $209.25 | $139.50 |
| Asia/ Europe | Preschool / Prek | $259 | $194.25 | $129.50 |

**Payments**

We are excited to offer the safety, convenience and ease of [Tuition Express](http://www.procaresoftware.com/pdfs/TuitionExpress/Parent-FAQ.pdf?_ga=1.252788105.1255319217.1455403081)®–a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card. Tuition Express – part of the Procare Software system we use to manage our center – allows us to process payments safely, quickly and efficiently. In a matter of minutes, we can accomplish what previously took us hours to complete – leaving us even more time to spend with the children.