



Creative Years

Admissions Process

- Step 1** **Visit Us-** Schedule a tour with our center's directors to go over details about our educational program. We schedule private tours daily at 9:30am, 10:30am or 3:00pm. Please book in advance.
- Step 2** **Register-** Schedule a **2nd Sign-Up Visit** to meet with one of the directors and fill out our Admissions Agreement and Enrollment Information Form. A \$150 non-refundable registration fee will be collected at this time.
- Step 3** **Reserve Your Child's Space-** To secure your child's space, a two-week deposit is collected at this time (see our current prices for a quote). This deposit is returned to you with a 30-day written notice of withdrawal from our program and will be applied to your last month tuition which is due at the *start* of your 30-day notice.
- Step 4** **Class Placement-** Our directors and owners will confirm space and availability. Together we will help you decide a good start date. Start dates are held up to 1 month after enrollment. Space is limited and will be filled on a first-come, first-served basis.
- Step 5** **Enrollment-** An Enrollment Packet will be given to you at your Sign-Up Visit. This includes a Physician's Report that needs to be filled out by your child's doctor along with an updated copy of your child's vaccinations. These forms are also available on line if you would like to fill them out and have them ready at your Sign-Up Visit. All forms must be submitted 3 business days **prior** to your child's first day of attendance at Creative Years for processing. Your child may not start without the following:
- Registration and Deposit Fees
 - Admissions Agreement and Enrollment Information Form
 - Enrollment Packet
 - Physician's Report and Updated Vaccinations Records

**Please Note

- All children enrolling in our Three-Year-Old and Pre-K programs must be fully potty trained in underwear and able to handle their bathroom needs on their own.
- We follow a traditional school year (August-June) for all preschool aged children at Creative Years (Ages 2 to Pre-Kindergarten). Your child must be of age by September 1st to enter their age approved program. If your child's birthday falls between September 2nd and December 1st the Parents, Directors and Owners will work together to place your child in the program that fits best.