

CHILD DEVELOPMENT ENROLLMENT PROCEDURE

The completed **application below with a \$25.00 application fee** places your child on the waiting list. Parents are welcome to make an appointment with the Executive Director, Administrative Assistant or Program Director to tour the Center.

When a vacancy occurs in the program, it will be filled by a child whose application is next on the list in the appropriate age group. Priority will be given to siblings. When your child is eligible to be enrolled, you will be contacted and an appointment will be scheduled. This appointment will be the first step in on-going communications between parents and staff regarding your child's needs and development. **A \$35 enrollment fee, copy of your child's birth certificate and a complete immunization record are due at the time enrollment. Older children also have a \$20 mat fee.**

At the time of enrollment, parents will need to provide **documentation of their household income and complete a payment agreement.**

The Child Development Center is committed to providing services to children with special needs when they can participate in scheduled activities *and* when the program can be truly effective in meeting the developmental needs of the child.

APPLICATION FOR ENROLLMENT

Date of Application _____ Desired Date of Enrollment _____

Child's Name _____ Date of Birth _____

Street Address _____ Phone _____

City and State _____ Zip Code _____

Mother's Name _____ Phone _____

Father's Name _____ Phone _____

Siblings on Waiting List _____ Date of Birth _____

Program (circle one) Infant One Yr. Old Toddler Preschool

How did you hear of the CDC? _____

What is appealing about the program? _____

Gross Annual Household Income: _____

Mail to: St. Mary Villa Child Development Center
30 White Bridge Road
Nashville, Tennessee 37205