

Morley Extended Day Care, Inc.  
ENROLLMENT POLICY

Currently-enrolled children may be registered for the upcoming year upon receipt of the **Enrollment Contract** (online) and the **MEDC Handbook of Policies and Procedures**, which are distributed in April. Incoming kindergarten siblings of current and former MEDC enrollees will be registered after currently-enrolled children and before children on the Waiting List.

Currently-enrolled families may register their children before enrollment is open to the public. Parents of currently-enrolled children will have the current year's spaces (spaces held as of a specified date) held for the duration of the priority registration period. If the Contract and deposit are not received by the MEDC office within that time period, the spaces will be made available to other current MEDC families.

After a clearly-stated date, registration will be open to families on the waiting list, and remaining spaces will be filled on a first come, first-served basis. **Space is LIMITED, spaces are filled on a first-come, first-served basis, and there is no guarantee of enrollment.**

Parents are bound to the **schedule** to which they commit on the Enrollment Contract, as well as to the **financial obligation** associated with that schedule. Schedules may be changed with one month's written notice if space is available. Children may be withdrawn with one month's written notice; the parent remains responsible for that month's tuition.

Payment of September deposits must accompany the Enrollment Contract as a **non-refundable deposit** which secures the child's space. The deposit will be applied to September tuition.

With the Enrollment Contract, parents/guardians receive the **MEDC Handbook of Policies and Procedures**. A parent/guardian is required to sign a **Statement of Understanding** (at the bottom of the online registration form) acknowledging receipt of this information and stating that you have read and understood MEDC's policies and procedures, including the **Behavior Management policy**. The contract will not be accepted and children will not be registered until the Statement of Understanding is signed.

Upon receipt of your child's Enrollment Contract and deposit, you will receive (via e-mail) a **Confirmation of Enrollment**. With the Confirmation, you will receive all of the paperwork that must be completed and returned to the MEDC office by a specified date. Your child's **Enrollment Form** and **Emergency Data Form** must be updated annually. **Health forms**, including immunization records, are required upon initial registration and prior to entering third grade. **Your child will not be permitted to attend MEDC until the Statement of Understanding has been signed and all paperwork has been processed by the MEDC office.**

Additional information regarding the Registration process may be obtained on our website, [morleyextendeddaycare.net](http://morleyextendeddaycare.net)