

January 2010

Dear Parents,

Thank you for your interest in the Children's Day Out Program. We are pleased to be offering another year of high quality programs for infants and young children. All Programs will be held at ASPIRO Early Childhood Intervention Services Building – 1673 Dousman Street.

Enclosed is a registration form for this coming school year. All slots are reserved on a first come, first serve basis; therefore, the sooner you return the forms the greater your chance of getting the day(s) you request. A non-refundable registration fee of \$50.00 per child must accompany your registration form in order for it to be processed.

Tuition is charged per semester. Payment is due before each semester begins or it may be billed to you on a monthly or quarterly basis. If you choose to pay your semester's tuition **before** the start of each semester, you will receive a **\$20.00 discount per child per day**.

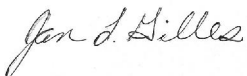
For each child enrolled, a non-refundable down payment on tuition of \$100 is due on August 1, 2010. This \$100 will be applied to your first semester payment. Additional enrollment materials, such as health forms, will be mailed in August, after the deposit is received.

On the back of this letter is an overview of the classes that will be offered. Please review it carefully before completing your registration form. Children's Day Out Program is in session from September to May and is broken up into two semesters. Once your child is enrolled, he/she is expected to stay for the entire year, as it is often very hard to fill open spots mid-year. If a situation arises in which you need to leave the program, we request that you pay for all days chosen until we are able to fill the spot with another child.

If you have any questions about the program, please contact Jan Gilles at the Children's Day Out site, phone number (920) 405-9083.

Thank you for considering the Children's Day Out program for your child. We are sure you and your child will be as pleased with the program as those already participating in it. We are looking forward to hearing from you.

Sincerely,



Jan Gilles

Site Coordinator

EARLY EDUCATION AND CARE, INC. /CHILDREN'S DAY OUT
 Registration for 2010-2011 School Year

Please complete and return by mail to **Encompass Early Education and Care, Inc., PO Box 1627, Green Bay, WI 54305-1627. A non-refundable registration fee of \$50.00 must accompany your registration form.**

If we receive your registration form and fee after your class choice is filled, another day will be suggested, or your registration fee will be returned and your child's name will be placed on a waiting list for your class choice. If a class is canceled due to low enrollment, you will be notified as soon as possible as to other options.

Please print in ink!

Child's Name: _____

Birth Date: _____ Male Female

Mother's Name: _____

Address: _____

City: _____ Zip: _____

Phone numbers: home _____ cell _____ work _____

Father's Name: _____

Address: _____

City: _____ Zip: _____

Phone numbers: home _____ cell _____ work _____

Check Tuition Payment Choice: Per Semester Quarterly Monthly

Invoice should be sent to: Father Mother Both Other _____

How did you hear about Children's Day Out? _____

Ethnic Origin: Please check the ethnic identity of your child.

You are not required to answer this question. It is strictly for statistical reporting.

- White, not of Hispanic Origin
- Black or African American
- Native Hawaiian or other Pacific Islander
- American Indian or Alaska Native
- Asian
- Hispanic or Latino

Does child have a disability* Yes No

**Individual with a Disability means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment. If you feel your child has such a disability, please explain and suggest any ways we can accommodate the disability.*

PROGRAM CHOICES: *(Please check preference below. You may select more than one day.)*

Class	Time	Tuesday	Wednesday	Thursday
Infant/Toddler (6 mo.-2 yr.)	9:30 – 2:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twos (Must be 2 yr. by Sept. 1)	9:30 – 2:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preschool (3 to 5 yr.)	9:30 – 2:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

******Please sign up if interested in Jr. Kindergarten. This option will depend on enrollment.**
If low enrollment, children will be enrolled in the Preschool Class ****

Jr. Kindergarten (Must be 4 yr. by Sept 1) Tuesday & Thursday (2day/wk class)	9:30 – 12:30	Tuesday & Thursday <input type="checkbox"/>	
Extended Time for Jr. Kindergarten Tuesday or Thursday	12:30 – 2:30	Tuesday <input type="checkbox"/>	Thursday <input type="checkbox"/>

Parent signature _____ Date _____

Non-Discrimination Statement—No person shall, on the basis of race, color, religious belief, national origin, or sex be excluded from participation, be denied the benefits of, or be subjected to discrimination under any Encompass Early Education and Care program or activity.