

APPLICATION FORM

Child Information

Child's Name: _____ Date of Birth: _____

Home Address: _____ Home Phone: _____

Parent/Guardian: _____ Email _____ Cell# _____ NPS employee? **Y__ N__**

Parent/Guardian: _____ Email _____ Cell# _____ NPS employee? **Y__ N__**

Requested Schedule**

Anticipated Drop-off/Pick-up Times: _____ Preferred Start Date: _____

If requesting part-time please specify which days: _____

****PLEASE NOTE: Priority for the next school year will be given to enrolled families who are employees of the Needham Public Schools before spaces are made available to the community. Priority will also be given to full time enrollments.**

APPLICATION FEE \$100.00

This non-refundable fee will be applied to the deposit if a space has been guaranteed. If a space is not available the application fee will be returned in full. Make check payable to **Needham Public Schools**.

Please return payment and completed application to the NCE main office at the address below.

NEXT STEPS: Upon the Early Childcare Program Director's notification that your child is guaranteed a space, the following can be expected:

- ✓ You will receive your Tuition Agreement. You will be invoiced for the first tuition payment (due in advance of the upcoming school year) approximately one month prior to the due date.
- ✓ A total deposit of \$500.00 (\$100.00 Application Fee plus an additional \$400.00) will be due within 14 days.
- ✓ This **Non-Refundable Deposit Holds Your Space** & will be applied to your tuition.
- ✓ You will receive an **Enrollment Packet** and **Parent Handbook**.

Amount enclosed: _____ Parent/Guardian Signature: _____ Date: _____

How did you hear about us?: _____

CONTACT: Christa Kelleher, Early Childcare Program Director
littlerockets@needham.k12.ma.us

PLEASE REMIT TO: **Needham Community Education**
Attn: Early Childcare Program
1330 Highland Ave.
Needham, MA 02492
 (781) 455-0440 x 11235

