



Children's Learning Center Application Form

Date Received _____

Time Received _____

Class Wait List _____

APPLICATION FEE: Please enclose fee of \$20 per child with this application.

Date of Application: _____

Dates desired for enrollment: Begin date _____

End date _____ or Continuous _____

CHILD'S NAME: _____ **D.O. B.** _____

Parent/Guardian Name (s): _____

D.O.B. _____ Social Security Number: _____

Name _____ D.O.B _____ Social: _____

Home Address: _____

Telephone (H): _____ **(C):** _____ **(W)** _____

E Mail address: _____

I give HCC CLC staff permission to contact me regarding details of my child's enrollment, including payment information, at the contact information provided on this form. _____ (initial)

_____ is a Hagerstown Community College
Parent's Name

_____ Student Student ID #: _____ Semester Enrolled: _____

_____ Employee _____ full time _____ part time Division: _____

Please note: Weekly tuition will be determined according to the days and times a child is enrolled. Tuition will not be reduced or waived for partial attendance due to illness, family vacation or other reasons. Two weeks written notice is required for withdrawal from child care. The parent is responsible for payment of these two weeks.

PLEASE COMPLETE OTHER SIDE

Please Indicate Care Desired

NOTE: For part-time care, a minimum of two equivalent time periods (blocks or days) is required in order to ensure consistency for the children.

Tiny Tots (ages 2 and 3, children need not be toilet trained)

Full Time (Mon.-Fri.; 7:00 a.m. - 6:00 p.m.): _____

Full Day (7:00 a.m. - 6:00 p.m.) ____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri.

Blocks (up to 5 hours each):

Morning (7:00 - 12:30): ____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri.

Afternoon (12:30 - 6:00): ____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri.

Preschool and PreK (ages 3 to 5, children must be toilet trained)

Full Time (Mon.-Fri.; 7:00 a.m. - 6:00 p.m.): _____

Full Day (7:00 a.m. - 6:00 p.m.) ____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri.

Blocks (up to 5 hours each):

Morning (7:00 - 12:30): ____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri.

Afternoon (12:30 - 6:00): ____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri.

**Return to: Terry Kitchen, Director, Children's Learning Center
Hagerstown Community College, 11400 Robinwood Drive
Hagerstown, MD 21742
Telephone (240) 500-2322
FAX (301) 393-3688**

OFFICE USE ONLY

____ Application Fee paid ____ Waiting List ____ Accepted ____ Enrolled