

APPLICATION FORM

Child Information

Child's Name: _____ Date of Birth: _____

Home Address: _____

Home Phone: _____ E-Mail: _____

Parent/Guardian: _____ Work# _____ Cell# _____ NPS employee? **Y**__ **N**__

Parent/Guardian: _____ Work# _____ 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. **PLEASE PAY BY 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.
- ✓ 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**.
- ✓ You will receive an invitation to our **Open House**.

Application amount enclosed: _____

Parent/Guardian Signature: _____ Date: _____

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

PLEASE REMIT TO: **NCE – Early Childcare Program**
1330 Highland Ave.
Needham, MA 02492
 781-455-0440 x 11235
http://www.needham.k12.ma.us/community_ed

