

Dear Perspective Family,

St. John's Early Learning Center is happy to welcome your child to our center. We are licensed through the state of Ohio and the Ohio Department of Jobs and Family Services (ODJFS). In order to enroll your child, the state and St. John's ELC require the forms in this enrollment folder to be completed.

When you have completed the forms, please return them to the office and pay the registration fee to hold your child's spot. The fee will be listed on the registration form. The registration fee for the school year and the summer are separate and different amounts.

Please note that school age children do not require the potty-training policy to be signed. These children also do not need a completed Child Medical Statement on file. It is assumed that children attending the public school have completed a similar form for school enrollment. If you are registering a school age child for the before/after or summer program you may dispose of these forms.

**The Child Medical Statement must be filled out by your preschool child's medical provider and a copy of the child's immunizations needs to be attached.** This form will need to be updated annually based on the date of your child's last medical exam.

Finally, please remove the last page from the Parent Handbook. Sign and return this page to acknowledge that you've received and read the handbook.

We look forward to your child attending St. John's ELC.

Sincerely,

Cathy Harting - St. John's ELC Director

Elizabeth Brown - Office Assistant