

Steps to Enrollment

Thank you for your interest in OC Kids Childcare Inc.!

Please follow these four steps to enrollment:

STEP ONE:

Send an email to: ockids.dani@gmail.com with the following information:

1. Child's full name
2. Child's full date of birth
3. Home Address
4. Parent name
5. Parent phone number
6. Your preferred start date (must be within the next two weeks. A start date further than 2 weeks is not guaranteed.)
7. Which classroom/program are you interested in:
 - Infant Care - Cawthon Location
 - Preschool (Ages 2-5) - Cawthon Location
 - Preschool (Ages 3.5-5 Potty Trained) - Landell Location
 - Before School Care Only (Kindergarten-6th Grade) - Landell Location
 - After School Care Only (Kindergarten-6th Grade) - Landell Location
 - Before & After School Care (Kindergarten-6th Grade) - Landell Location
8. List which attendance program you are interested in:
 - Full time (5 full days a week)
 - Part time (3 set full days) (days available are to be determined)
 - Half day Preschool (9:00-12:30);
 - How many half days? (Based on availability, only offered at Landell location)
9. Is your child fully potty trained? Yes or No?
10. Does your child have any special needs or accommodations that we should be aware of?
11. Does your child have any allergies that we should be aware of?
12. Is your family on tuition assistance? If so, which agency?

If your child will be attending our School Age program, please send the following information as well:

1. What school will your child be attending?
2. What grade will your child be in?
3. Will your child need transportation to/from their elementary school?

***Please note: We consider a child fully potty trained if they are able to be at school for an entire day with no diaper, no pull up and no potty accidents, including during naptime, for two full weeks for full time enrollment and three weeks for part time enrollment.

Once your email is received you will be sent a return email offer that includes: which programs are available for your child's age group, available start date, confirmed tuition rate and steps explaining how to set up your online parent portal through your Enrollsy account.

STEP TWO:

Follow steps in the return email to set up your Enrollsy account and pay registration fees. Once this step is completed your enrollment is guaranteed. Please note: all fees and tuition payments are NON-REFUNDABLE.

STEP THREE:

*****This step only applies to Preschool Age children Infant-5 years old). If your child is enrolling in a School Age Program please go to step 4**

Call your child's primary physician and make an appointment for your child to have the Physician's Report completed. This form is complete when your child's immunization record is attached and must be uploaded to your Enrollsy account BEFORE your child's start date.

STEP FOUR:

Once you have completed your Enrollsy account setup, you will be emailed a document titled Registration Packet. This document needs to be filled out and signed (electronically) by AT LEAST one week before your child's start date.