



GENERAL INFORMATION ABOUT ENROLLING AT COURTYARD!

- Thank you for being interested in joining us at Courtyard Early Learning Center. Below are details regarding enrolling at Courtyard.
- Once we have given the next available start date, parents (or guardians) are required to meet with the owner to ensure that Courtyard is the right fit for your child, and to ensure that the relationship will be positive for both Courtyard and the family.
- Parents are encouraged to secure the spot within 2 weeks to ensure that the spot is still available. If the next available starting date doesn't work for your family, you are welcome to chat with me about other options.
- Parents are encouraged to tour! We do not require be notified when you plan to stop by for a tour. You are welcome to pop in anytime. We do let parents know of the ideal times of the day to tour, as these times are when you are going to see the children doing activities and playing, versus eating and napping. Below are ideal times to tour.
 - 9:00 am to 11:00 am
 - 3:15 pm to 4:45 pm
- Christa (owner) and Candace (Director) are the most knowledgeable with tours, however, if we are absent you can ask for a tour with whomever is in charge. Miss Gina or Miss Molly will often will be closing the center for us to give us time off with our families. If your tour leaves you with some questions unanswered, you are welcome to email or call anytime.
- To officially reserve a spot, a 2-week deposit and a \$50.00 registration fee is required along with the registration form. This deposit covers the first two weeks of care, so you will start owing on the 3rd Monday of care.
- Once the deposit and registration form are turned in, please request an enrollment packet. We have both hard copies and an online packet. This enrollment packet is due back to Courtyard 2 weeks prior to start. Immunizations MUST be in the center prior to enrollment. Please complete every aspect of the packet before returning it, as it is a state monitored set of documents and we will have to ask you to stop in to complete unfinished items.
- Tuition is invoiced each Monday, however, many parents choose to pay more than one week at a time. Parents can pay as often or as few times as they choose, we just check to ensure that all accounts are paid in full each Tuesday. This allows parents to pay however based on their budget and pay day dates.
- Children are encouraged to start on Monday's.
- Children under age 2 that have a "start date" and paid a deposit, are the first to be contacted to start early if a spot opens up. Please ensure that we have up to date cell, work phone and emails.
- We do take state assistance for those that qualify. Determining the weekly cost for those that utilize state assistance requires a visit with Christa as every single parent has a different rate of state pay.