

Dear Parent / Guardian,

Thank you for your interest in the Child Focus Before and After School Program. Our program offers a safe, stimulating environment for school aged students. The staff is committed to fostering the curiosity, creativity and enthusiasm in our students. Each day your child will have the opportunity to purchase breakfast provided by your school cafeteria (not included in program fees). During the afternoon program, a snack will be provided at no additional cost.

We are unable to enroll your child in our program until the **ALL** forms have been returned (**ALL LINES/BOXES MUST BE COMPLETED**).

- Enrollment and Health Information (4 pages)
- Child Release Authorization (1 page)
- Media, Photo, & Videotape Release Form (1 page)
- Getting to Know You – questionnaire (1 page)
- Payment Agreement Form – Look for your **Smart Care** account from billing
- **Handbook will be given on first day of attendance**

Please note that **ALL forms must be completed**, along with the **\$35.00 non-refundable registration fee deducted when billing gets your information** and returned via e-mail to Sheila Conley @ sconley@child-focus.org, or faxed to 513-688-8141.

Our enrollment availability is limited. Any availability will be filled on a first come first serve basis. We are unable to enroll your child in our program without the required paperwork listed above along with your \$35.00 per family nonrefundable registration fee. Please also note that due to staff ratios and facilities and equipment that the program has access to, school age children must be toilet trained in order to enroll in the program.

We look forward to working with you and your child. If you have any questions regarding enrollment, please feel free to contact the enrollment office at (513) 528-7224. Any billing and payment questions can be answered by contacting our billing office at (513) 685-5291.

Again, thank you for your interest in our program.

Sincerely,
Sheila T. Conley
Child Focus Before and After School Program Coordinator
(513) 525-3168