



ENROLLMENT CHECKLIST

Here is a checklist to help you in the application process:

_____ Complete and submit the following forms:

- Enrollment Options form
 - with the non-refundable \$65 registration fee.
- All three pages of the Child Enrollment and Health Information form.
- The Child Medical Statement.
 - Your pediatrician may fax this form directly to our office (fax: 614-431-8206).
- The Photo and Video Release Form.

_____ Infant & Toddler Families: Once your child has enrolled in the Center, your classroom teacher will call you to set up a *Meet-and-Greet*, which usually lasts about one hour.

Billing information:

_____ Once you receive your statement by e-mail (which you should receive within two weeks of your start date), submit your monthly tuition payment. For other payment options, contact the ECC office for the appropriate paperwork for *Tuition Express*.

We bill our half-day program in nine equal installments from August to April and our full-day programs monthly. Statements are emailed the last week of each month for the next month's tuition. Tuition payments may be dropped at the ECC office or mailed to: GBC-ECC, P.O. Box 1650, Westerville, OH 43086.