

How to Enroll Your Child at Bright Start Care

Check off each item as you complete it.

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| <input type="checkbox"/> 1. Confirm Pricing and Availability | <input type="checkbox"/> 4. Print and Review the Contract |
| <input type="checkbox"/> 2. Plan for the Deposit and Registration | <input type="checkbox"/> 5. Schedule a Welcome Orientation |
| <input type="checkbox"/> 3. Complete the Online Registration | <input type="checkbox"/> 6. Drop off Check / Paperwork at the Welcome Orientation |

1. Confirm Pricing and Availability

Call, chat or email the director to confirm that there is still space for your child. Slots are filled on a first come first served basis. She will email you a care quote with pricing information. **Tessa Gripp** Cell: 503-720-9319 tessa@brightstartcare.com

2. Plan for the Deposit and Registration

Your child is not officially enrolled without a check and signed paperwork. No slots will be held longer than 7 days without a check and signed paperwork. Your first check to us will include the registration and the deposit. Details are listed below.

The Registration Fee: This is \$30 for the summer and \$50 for the fall and is prorated for the number of days a week that you attend. Call the director for details.

The Deposit: The deposit is 2 (two) weeks of care and it is fully refundable if you **stay current on payments** throughout your child's enrollment AND you give us a **minimum of two weeks of notice** (14 days) if you will be terminating care.

Your second check will be for the first week of care should be paid the Friday before your child begins care. This Friday before is a good time to bring your child in and reintroduce them to the teacher and their classroom.

3. Complete the online registration form.

To enroll online, please visit: https://www.daycareworks.com/reg_dew/start_registration.jsp?accountId=2428

This will take about 15 minutes. Once on the registration page, scroll down and click to start a new registration. When given the option:

- Click the **PROGRAM YOUR CHILD IS GOING INTO** (preschool, early preschool, before and afterschool)
- Click the **SCHOOL** (North or South)
- On the following pull down menus:
 - **Program:** select THE PROGRAM (preschool, early preschool, before and afterschool)
 - **School Attending:** select THE SCHOOL YOUR CHILD WILL ATTEND (North or South)
- If it asks for credit card info, Select the VISA option and change it to Cash/Paid. You will pay your deposit when you do your welcome orientation.

4. Print and Review the Contract

Please [print the contract](#) and review it.

5. Schedule a Welcome Orientation

To schedule a Welcome Orientation, visit <http://www.appointmentquest.com/provider/2110026537?schedule=welcomerorientation>

This will take about 20 minutes to complete if you have all the other steps done. Children are welcome of course. Just plan a little extra time in if your children are joining you. If you need to get in right away so your child can start classes, call the director and special arrangements can be made.

6. Attend Your Welcome Orientation

Please bring the following to the meeting:

- **The contract** (We can print it for you too, but please be sure to review it BEFORE the meeting to save time)
- **The price quote** (This is usually emailed to you when you begin the enrollment process)
- **Your child's immunization records** (Don't have them? It's okay. We can access them through Oregon Alert)
- **Checkbook**
- **Any questions you may have**

We will go over your questions and make sure that you are comfortable with our policies and procedures. This helps establish an open line of communication between the director and parent. We are always available to explain the policies or answer questions.