



Hello Out-of-School Time Families,

TCDN would like to welcome your family to the 2024-2025 school year. We look forward to seeing all our friends, both old and new, on August 26th.

Our OST programs offer a safe educational environment where children can learn, grow, explore, and develop long-lasting friendships.

Each year, we ask all families to complete and return the enrollment packet. Attached are the required forms. Please return the completed packet ASAP. Children will not be able to start without all the forms completed. Details regarding the forms and how to fill them out are listed below. All forms are due to the TCDN office [no later than August 5th, 2024.](#)

As per our licensing regulations, your child will not be able to start the program without the completed packet. If you have any questions or concerns, please reach out and we will be able to assist you.

Thank you very much for your time and see you on August 26th.

All forms will require actual written signatures. We will not accept typed names in cursive font or initials. DHS will not accept them as signatures.

Required Forms Information-

- **TCDN Parent Acknowledgment Form** - This form acknowledges that you have read all the forms, including the Family Handbook, located on the website under family resources.
- **Emergency Contact / Parent Consent Form** - **All information on this form is required. Please do not leave any area blank.** Addresses and phone numbers must be included for everyone listed as a person authorized to pick up your child, or as someone to contact in an emergency, this CANNOT be a parent. Health Insurance information and signatures at the bottom of the consent are required.





- **Child Health Report** -This must be a full report and include a **physician's signature**, the date completed, and immunization record dates and your child must have been seen by a healthcare professional within the last 12 months.
- **TCDN Special Care Plan Form**- This form provides TCDN with important information regarding your child's medical and educational needs. If your child does not have any needs, please write N/A. **This form is required.**
- **Family Participation Form**
- **Getting to Know You Form** This form should be included **only if your child is new to TCDN or will attend a new program.**

ACH Debit Payment Information:

The ACH debit service is a popular and convenient method to pay monthly tuition and is used by over 50% of our families. It reduces the need for families to drop off or mail monthly tuition checks to the TCDN Main Office. Families submit an ACH form to TCDN, and the monthly tuition is debited monthly from the account you provided on the ACH form.

Families who utilize this service will be charged a service fee of \$1 per month. The service fee will be deducted with the tuition between the first and the fifth of the month.

TCDN also accepts all major credit cards. Currently, the service processing fee for the credit card is 2.85%

Please let us know if you have any questions.

Thank you,

TCDN Administration



