



(281) 912-3054

12808 West Airport Blvd Sugar Land, TX 77498

Re-Enrollment Instructions

Your child enrollments expire the last day of **SEPTEMBER**.

*Every year it is required to renew all children in your daycare. Information provided by the parent assists in making any necessary changes/updates such as, but not limited to, the child's times, days, address, and phone numbers. It also allows for the opportunity to thoroughly go through the Child Info Form/ Roster (CIF) and clear out any children no longer enrolled at your daycare and activate new children.

*You must review the Enrollment Form to verify that the parents have:

Signed and dated next to each of their children with legible handwriting.

Made corrections to, or provided new, current addresses and phone numbers.

Verified and/or made changes to each of their child's days and in/out times.

*You must keep the yellow copy of all renewed Enrollment Form pages.

*Any Miscellaneous Enrollment Forms for any children not listed on the reenrollment pages must be submitted with the provider keeping a copy in the child's folder.

*Parent Receipt of CACFP Information must be filled out for each child (family)

Completed forms must be returned with the reenrollments. The provider must keep a copy of the form in each child's folder.

*Renewals can NOT be faxed or emailed!

*Do not mail in the renewals until you have all required pages completed and together.

*When you are ready to mail everything in, please certify the package to make tracking it available and ensure the post office delivers it in time.

Mail it to: 1280 West Airport Blvd Sugar Land TX 77498

THESE FORMS ARE DUE IN OUR OFFICE BY Choose an item. .

If you have any questions, please contact us at: (281) 395-7000



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General Enrollment Instructions

All children must be enrolled into the Food Program.

All accurate and current Enrollments must be submitted by the end of each month in order to be credited for that claim month.

**Reenrollments have specific due dates/ rules*

The provider must not complete, fill in or alter any information for or provided by the parent on the Child Enrollment Form.

All forms must be handwritten and completed in full, by the parent. This includes but not limited to the days/times the child is *normally* in care, printed and signed signature, full address, phone number and date.

Do NOT use white out. Forms submitted with whiteout having been used will not be accepted.

Forms must be filled out in full of the same ink. (preferably blue or black) Forms filled out with multiple ink will not be accepted. *This includes the parent signature/date*

Altered information will not be accepted. (ex. numbers turned into other numbers)

Sibling times should correspond with each other with the exception of going to school.

--Unusual cases where siblings get dropped off and picked up at different times must be noted as to why.

The provider must retain a current copy of all Enrollments and Parent Receipt of CACFP Information.

Special Needs / Diets/ Doctor's Notes

Any special needs/ diets must be noted on the child's enrollment form, including what the substitution is and supported by a current doctor's note.

If a child is having anything different than what is being served, it must be noted on the menu.