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Application Form

Newcomb Children's Center of Tulane University
1305 Broadway
New Orleans, Louisiana 70118

(504) 865-5286; (504) 865-5326 office
(504) 862-8926 facsimile

CHILD AND FAMILY INFORMATION

Child's Last Name: _____ First Name: _____ Birth Date: ____/____/____

Nickname: _____ Sibling(s) Attending: _____ Sex: M F

Special Needs-Brief Explanation: _____

CURRENT: Current Phone _____ Cell Phone _____
Street Address: _____ City/State/Zip: _____

NEW ORLEANS:
Street Address: _____
City: _____ State: _____ Zip Code: _____ Home Phone _____

Parent/Guardian Name: _____ Occupation: _____

Place of Employment: _____ Business Phone: _____

Please list your Tulane University/Newcomb College affiliation: faculty staff full-time alumni

E-mail address (if applicable): _____ student Community Uptown

(Please check all that apply) Downtown

Parent/Guardian Name: _____ Occupation: _____

Place of Employment: _____ Business Phone: _____

Please list your Tulane University/Newcomb College affiliation: faculty staff full-time alumni

E-mail address (if applicable): _____ student Community Uptown

(Please check all that apply) Downtown

How soon do you need child care? _____
Please write any additional information you think we should know on the back of this form.

Date: _____ Signature: _____

*****Every spring we will contact those on our waiting list to see if they are still interested in our program; however, **IT IS YOUR RESPONSIBILITY** to make certain that we are notified of any changes of address or phone number; failure to keep us informed could result in your application being removed from the waiting list.

Please sign here to indicate that you have read the above statement: _____

We cordially invite you to make an appointment to visit the children's center "in action." We feel this visit is an essential factor in helping you determine if the philosophy of our program and our approach to early learning is consistent with your own. **Please make an appointment by calling 865-5326 or 865-5286.**

There is a \$25 non-refundable deposit for processing applications.

Please fill in this form completely & return as soon as possible to Newcomb Children's Center * 1305 Broadway * New Orleans, LA 70118
*If more room is necessary for answering questions, use reverse side of this sheet.

Newcomb Children's Center Enrollment Policy

Your child's application for enrollment will be considered when you submit this preliminary form for our center's waiting list. Applications will not be accepted for children who are as of yet unborn. Once your application has been received in our office, you will be sent a receipt card to confirm that your child has been placed on the waiting list. If your child was already enrolled in our fall 2005 program, then you will receive confirmation that your child has been accepted. While your child's waiting list application is on file it is your responsibility to keep all phone numbers, address and Tulane affiliation information up to date at all times.

New children to the Center will be processed only after those who were currently enrolled have been re-enrolled for spring 2006 semester. Parents of new children on our wait will be contacted when a spot in a classroom becomes available. The associate & assistant director will contact you using the information you have supplied on your application/registration form.

Waiting list applications remain on file until all classes have been filled for the school year. When all classes are filled, those applicants remaining on the waiting list will be sent a **new** waiting list application. These must be completed and mailed back to the center for the child to be considered for enrollment during the next enrollment period.

I have read and understand the Center's Enrollment Policy and am aware that it is my responsibility to see that I comply with all its requirements.

Signature of Applicant

Date