

Newcomb Child Care Center of Tulane University
1305 Broadway
New Orleans, Louisiana 70118

(504) 865-5326 office or
(504) 862-8926 facsimile

CHILD AND FAMILY INFORMATION

Child's Last Name: _____ First Name: _____ Birth Date ____ / ____ / ____
Nickname: _____ Sibling(s) Attending: _____
Street Address: _____ Sex: M F
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 part-time downtown
(Please check all that apply)

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 part-time downtown
(Please check all that apply)

Any other pertinent information: _____

Are you attending class? yes no full-time part-time What hours do you need child care? _____

How soon do you need child care? _____ Additional information you think we should know: _____

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: _____

There is a \$15 non-refundable deposit for processing applications. (Please make your check payable to Newcomb Child Care Center.)

**If more room is necessary for answering questions, use reverse side of this sheet.*

(see back for enrollment process)

Newcomb Child Care Center Enrollment Policy

Your child's application for enrollment will be considered when you submit this preliminary application for our center's waiting list. Waiting list applications must be accompanied by a \$15.00 non-refundable process fee. 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. 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 are usually enrolled in the center only during the months of July through September. Parents of children on the waiting list are contacted in April, May and June to fill these openings. We do not typically enroll children at other times during the year. When a spot in a classroom becomes available the assistant director will contact you using the information you have supplied on your waiting list application.

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. *(You will only be expected to pay the application fee of \$15 once, at the time of your initial application.)*

I have read and understand Newcomb Child Care 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