

We are excited to welcome you to the Shaker CEC childcare/preschool program! To enroll your child at SCEC, please complete the following steps:

**Step 1:** Visit [www.shakercec.org](http://www.shakercec.org) and complete the initial registration form on the welcome page.

**Step 2:** Complete all forms entirely in purple folder. Please email shakercec1@gmail.com to schedule a folder pick-up time.

**Step 3:** Schedule an appt with administration to review documents, complete enrollment process, and establish child start date.

***\*Required Documents for Enrollment Appointment:***

-Completed forms in purple folder (STEP 2).

 -Parent Identification (driver’s license, state id)

 -Child Immunization Records

-Child Medical Statement (completed by physician within the past 6 months); if not provided at appointment, required to be submitted within 14 days of enrollment.

-CACFP Enrollment Forms

-ASQ home screening

-*Preschool enrollment only:*

 -Any prior childcare records (if applicable)

-Proof of residency (mortgage statement, lease agreement, utility bill)

-Total family income verification (two most recent pay stubs or complete an unearned income statement that we can provide).

Please contact me with any questions.

Lachell Naylor

SCEC Administration

Shakercec1@gmail.com

216-862-9480

**IT IS IMPERATIVE THAT THE SAFEGUARDS LISTED BELOW ARE ADHERED TO AT ALL TIMES:**

**Arrival to the center:** Children will arrive to the center between the hours of 6:30am – 9:00am. 9:00am is the latest time your child will be accepted into the center for the day. When you arrive, you will drop your child off to their classroom and **sign your child in on the tablet**, which is located right by the door.

**Picking up your child:** When you are picking up your child you will sign your child out on the tablet. Parents and emergency contacts are authorized to pick up children. **Please do not provide anyone the code to the door unless they are a parent. Please inform Ms.Lachell ahead of time that someone different is picking up your child. Please let them know that they have to be allowed into the building and to be prepared with identification.**

**Child Absence:** If your child will be absent please inform Ms. Lachell. We expect to see all enrolled children each day. **If your child is absent over 5 consecutive days, we will fill their slot with a child on the waiting list.**

Each of your children are very special to us and we value the time we have with them. We want to watch them grow and progress while they are here but your support and cooperation is required.

**\*\*\* Please note that while your child is enrolled if your balance accrues past one (1) month, any paper work required is not turned in promptly, or your child is continuously ill we will deny childcare services and fill their slot immediately with a child on the waiting list.**

If you haven’t already, ask Ms.Lachell how to sign up for Brightwheel!

**If you have any questions please call or text Ms.Lachell to set up an appointment to see her, no walk-in visits are permitted currently.**

-Ms.Lachell Naylor

Cell: 216-482-8556

Center: 216-862-9480

E-mail: lachellnaylor1@gmail.com

I hereby acknowledge receipt of the Shaker CEC program guidelines:

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Parent Name Parent Signature

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Child Name Date