 

**Vandercook Lake Latch Key Program**

Enrollment Information!

Thank you for your interest in enrolling your child into Vandercook Lake’s Latch Key Program!

This packet includes information and paperwork to get your child fully enrolled!

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Please read through each form in this packet carefully and sign (or Esign). Online packets can be sent via email and paper copy packets can be picked up and turned in at the front office. All forms must be complete before a child can attend. To request an online packet, please email [phoenixearlylearning@gmail.com](mailto:phoenixearlylearning@gmail.com) .

Parent Handbooks will be emailed once child is fully registered. If you would like to view the handbook at any time, please visit our website at [www.phoenixearlylearningcenter.com](http://www.phoenixearlylearningcenter.com).

We require all families to submit a schedule of needed care (included). Your tuition amount will be calculated based off of this schedule, not attendance.

Weekly tuition will be automatic and set up by keeping a credit or debit card on file to charge each week. No payments will be made on site.

We DO accept payments from MDHHS child care subsidy to help families pay tuition! Please email [phoenixearlylearning@gmail.com](mailto:phoenixearlylearning@gmail.com) if you would like to apply or just need to connect your current account to Phoenix. When a family qualifies for MDHHS tuition payments, they will still be responsible for a minimal weekly co-payment.

Doors will open at 6am each day and close at 6pm. The phone number to call at drop off or pick up is **517-867-6261**. This will alert the teacher to greet you at the side door for easy pick up and drop off.

Latch key service will be offered on any day Vandercook Lake is in session. Parents will not be charged for weeks that Vandercook Lake is not in session (winter break, spring break, etc.)

If you have any enrollment questions at all, please do not hesitate to contact Lisa Hunt by emailing at [phoenixearlylearning@gmail.com](mailto:phoenixearlylearning@gmail.com).

We **thank you** and look forward to serving your family!

Go Jayhawks!