

# **Registration Procedure for SSM Kid Zone Program**

## **STEP #1. CURRENT MEMBERS**

- **Complete ALL of the forms**
- **Return the registration packets in the white envelope they came in.**
- **It must be handed in by the deadline.**
- **Forms will be dated on return**
- **Registration Fees are due with the completed packet**

**Please Complete and Return this update or your Request for Enrollment**

## **STEP #2. WAITING LIST “HOPEFUL” FAMILIES**

- **KZ must have an updated “Request for Enrollment” on file for you (you will notice contact dates on your document) Return this ASAP! It will be dated for the day KZ receives it in return.**
- **For Hopeful Families: If Kidzone accepts your “Request for Enrollment” you will receive a letter thru the mail to pick up you registration packet.**
- **Complete all of the forms and return the packet by the stated deadline. (generally ten days after the packet is handed out)**
- **A check for the Registration Fee should be included in this packet on its return.**

**If your “Request for Enrollment” was denied, you will receive a letter of explanation of denial via the mail.**

## **STEP #3. WITHDRAWAL or CHANGE of SERVICE**

**For current families:**

- **This form will be completed when a family does not require before or after school care.**
- **Or when a family wants to change days of service.**
- **Parents must complete and return this form before any changes go into effect.**

**Kidzone Adheres to ALL Deadlines**