

# How to Enroll Your Child at Sunnyside Daycare

Welcome to Sunnyside Daycare.

At Sunnyside Daycare, we are committed to ensuring your child's safety. As a result, we have been licensed by the State of Tennessee and follow a rigorous process when hiring new applicants and enrolling new children.

## Where to Start

To begin the enrollment process, fill out the form below:

[sunnyside\\_enrollment\\_form.pdf](#).

After you have completed the form, you can:

- Email the form to [enrollment@sunnysde.com](mailto:enrollment@sunnysde.com)
- Fax the form to (123) 222-3456 or
- Mail the form to our office at: 105 Elementary Avenue, Cookeville, TN, 12555



We will process the enrollment form within 5-7 business days and will send you an email at the beginning of each semester with additional information detailing drop-off times, pick-up times, and other procedures.

## Before You Submit the Enrollment Form



Before submitting your application, ensure that your child meets all the requirements below.

Your child must:

- Have at least one parent or guardian to pick them up and drop them off at the appropriate times
- Be able to attend the daycare regularly from 8am-2pm.

In addition, your child must also be between the ages of 2-4 years old and must have been received the yearly flu vaccine. To ensure that your child meets these requirements, we require an affidavit, signed by your primary care doctor and attached to the enrollment application.

Finally, we are happy to accommodate any allergies or other health concerns your child may have. If your child has any health concerns that will affect their stay at Sunnyside Daycare, please contact us at (123) 456-7890 and attach a description of your child's allergy or health concern to the enrollment form.

## Our Payment System



After you have reviewed and completed the information above, please review the details of our payment system below.

At Sunnyside Daycare, we value the security of your personal and financial information. As a result, we only accept payments that have been mailed or submitted in-person. Please do not attempt to pay us using PayPal or any other online system.

We accept check and cash payments, however, we do not accept any credit card payments. Payments are due by the end of each month. There will be a \$10 late payment fee attached to all late payments.

To determine the amount you need to pay, please consult your billing statement. Billing statements are mailed to each parent at the beginning of each month.

## Conclusion

In the end, our ultimate goal is to ensure your child's safety. We welcome feedback and any comments that may help us improve our services. Please address all comments to [enrollment@sunnyside.edu](mailto:enrollment@sunnyside.edu).

For any immediate questions or concerns, call us at (123) 456-7890. Additional contact information is listed below.

Email: [enrollment@sunnyside.edu](mailto:enrollment@sunnyside.edu)

Fax: (123) 222-3456

Phone Number: (123) 456-7890

Mailing Address: 105 Elementary Avenue, Cookeville, TN, 12555

We wish you a happy and productive semester!