



# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

## Parks & Recreation Department

### Creative Playtime Preschool Program

### Welcome!

We are so excited that you have chosen the Creative Playtime Preschool Program as your child's preschool provider! The following items must be submitted so that your child may attend our program:

#### At Time of Registration

- Registration Information Form #8E:** All sections must be filled out completely.
- 25% non-refundable deposit:** Your deposit amount is determined by how many days you register for.
- Parent's Agreement:** Parent must sign and date each item on this page.

#### Preferred by July 13, 2023 or earlier

- Recent Photograph of Child:** 4x6 or 5x7
- Authorization for the Administration of Medication by Child Day Care Personnel form:** This form must be completed if your child has a medical condition or allergy that requires an epi-pen or other emergency medication during program hours. We must be notified at the time of registration which must be **at least two weeks prior to the child's first day attending class.** This two-week period will give us time to ensure that each staff member has an opportunity to review each child's file and medication instructions.
- Early Childhood Health Assessment Record:** Parent must fill out the front page of this form completely including: Primary Health Care Provider and Health Insurance/Medicaid information. The second page of this form must be completed and signed by your child's physician within one year prior to enrollment. Your child must have a current physical exam (within one year) at all times while attending the Creative Playtime Preschool Program.

#### By August 17, 2023

- First Payment Due:** for families who chose the payment plan option. Payments are accepted at the Parks and Recreation office by cash, credit card (Mastercard, Visa, or Discover), or checks made payable to: Newington Parks and Recreation.

#### By November 16, 2023

- Second Payment Due:** for families who chose the payment plan option.

#### By January 25, 2024

- Third/Final Payment Due:** for families who chose the payment plan option.

**If you have any questions regarding registration, please call the Newington Parks and Recreation Department office at 860-665-8666.**