

Things to Remember

Office Necessities

- ❖ Completed Application- Due at least 1 day before your anticipated start date. No child may start without all information in this packet filled out completely. No Exceptions.
- ❖ Up-to-Date Physical and Shot Records- We must have BOTH before your child may start. No child may start without these documents. No Exceptions.
- ❖ \$30 Registration Fee (per family)- This fee is due the morning of your child's/family's first day of school. It may not be paid before or after this time. This fee is **non-refundable** and is accepted as **cash payment only**.
- CCIS CLIENTS (In addition to the Office Necessities):
 - CCIS Enrollment Summary- This form can be mailed or faxed directly from CCIS or you may pick it up from CCIS and bring it here for us to photocopy. Retrieving this information from CCIS is solely the responsibility of the parent; we at TYL are not responsible for retrieving this paperwork. We must have a physical hard copy of the enrollment summary **BEFORE** your child may start. In order for us at TYL to approve your child's start with CCIS we **must** have in our possession your child's completed application **and** up-to-date physical **with** shot records. We may **not** approve your child to start without **all** the submitted information. No Exceptions.
 - CCIS Copayment- This payment is determined by CCIS and must be paid the morning your child starts along with the \$30 Registration Fee. Copayment will then be due every Monday from then on. This fee is accepted as a **cash payment only**. No Exceptions.
- DHS CLIENTS(In addition to the Office Necessities):
 - 8529 Form- Retrieving this information from DHS is solely the responsibility of the parent; we at TYL are not responsible for retrieving this paperwork. This form is emailed to TYL from the agency and must be received **BEFORE** your child may start. No Exceptions.

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