**Enrollment Confirmation**

Directions: You may use or adapt this form for your own program. Insert your own letterhead, if you wish. Send one copy to parents or guardians, and one to teachers.

To the Parents/Guardians and Teacher of:

Date

This notice is to let you know that your student is enrolled in the [Program Name] at

We want to do everything possible to make sure this is an enjoyable experience for each child. Therefore, we are confirming your child’s starting date, after-school classes and instructor, Academic Assistance plan, and transportation plan.

The classroom teacher and the [Program Name] will be prepared for you student to begin on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please do not send your child to the program before this date. Immediately after school, all

students will meet at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your student is enrolled in the following programs for this session:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Name | Name |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

The Academic Assistance plan for your child is:

|  |  |  |
| --- | --- | --- |
| Type | Frequency | Instructor/Tutor |
|  |  |  |

The transportation for your child is:

|  |  |  |
| --- | --- | --- |
| Mode | Time of Departure | Time of Arrival |
|  |  |  |

It is recommended that a parent accompany younger students until they are familiar with their new routine. If for some unforeseen reason your child does not arrive home at the expected time, please call the school at \_\_\_\_\_\_\_\_\_\_\_\_. We are making every effort to ensure students have a safe and enriching after-school experience.