

## YMCA Child Development Center at Lone Star College-North Harris

# Enrollment Procedures

### **Child Watch Program:**

Drop in care for pre-enrolled children of current LSC-North Harris W.W. Thorne location students.

1. Student registers for class(es) (credit or continuing education) at Lone Star College-North Harris. Courses must be held at the W.W. Thorne location ***only***. Students must maintain enrollment status throughout the semester to participate in Child Watch.
2. Student must submit the following items for Child Watch registration to LSC-North Harris Admission office, Academic Building A-105.
  - a. YMCA at Lone Star College-North Harris Enrollment Booklet
  - b. Parent handbook acknowledgement form
  - c. Current picture of child
  - d. Current class schedule
3. Upon approval of pre-enrollment, student must submit payment for their child's care to the Lone Star College-North Harris Business Office, Academic building A-103. Options for payment are either full semester payment up front, or monthly pre-paid by the 25<sup>th</sup> of the previous month.

Financial aid is available for those who qualify\*. Once students have completed all the above steps to enroll in Child Watch, please ask for the Child Watch Assistance form. Complete the form and submit it with a copy of a class schedule to the Financial Aid Office. The Financial Aid Office will determine eligibility for qualification for financial assistance.

***\*Please note that qualification can only be determined if the student has filed Financial Aid and has been awarded.***

### **Pre-school and After-school Programs:**

1. Parents must submit the following items to the Child Care Center Director located in the Child Development Center Building on the corner of W.W. Thorne Drive and Hurricane Lane.
  - a. YMCA at Lone Star College-North Harris Enrollment Booklet
  - b. Parent handbook acknowledgement form
  - c. Current picture of child
2. Payment is due the first day of each week, or monthly pre-paid by the 25<sup>th</sup> of the previous month. All payments can be made by check in the drop box at the Child Development Center, or at the Lone Star College-North Harris Business Office, Academic building A-103.