



Enrollment Note to Parents

Dear Parents and Guardians,

Thank you so much for your interest in the TOP Early Learning Centers! We are glad that you want to be part of the TOP family. We look forward to meeting with you in person to finalize the enrollment process. We are excited to become a part of your child's life, helping to prepare him or her for a successful elementary school experience. Please read the simple steps below to complete the enrollment process.

Step 1: Center paperwork (4 forms) need to be completed and checked by Enrollment Assistant or Enrollment Coordinator. **For any child with any type of food allergy, a CACFP Meal Modification form must also be provided to enrollment staff along with the enrollment forms.** This is especially important, as your child will unfortunately not be able to begin our program without it. We want to provide the best care possible for all the children.

Step 2: The Parent/Center Agreement will then be reviewed and signed by the Parent and the Enrollment Team Member.

Step 3: The parent and teacher may then be asked to complete a parent/teacher conference (this applies to newly enrolled children and children transferring from one classroom to another).

Step 4: The parent attends a parent orientation. This may occur in a group meeting in the fall or may be arranged individually by the Enrollment Coordinator.

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