

Thank you for submitting an application to enroll at GRCDC for the Fall of 2019. Please complete the included forms, collect the required documents and either attend an Open House or contact the school office to make an appointment to turn in all of the paperwork. All paperwork must be complete and turned in by Thursday, January 31<sup>st</sup> in order for your student to be included in the lottery that will determine which students will be enrolled.

Please contact the school office with any questions:

616.459.0330

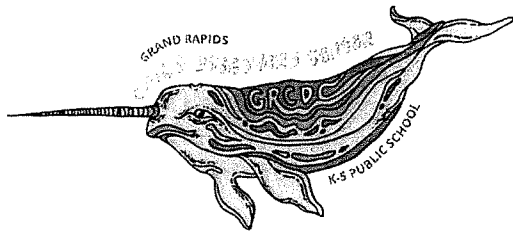
[office@childdiscoverycenter.org](mailto:office@childdiscoverycenter.org)

Come visit us at our Open House! There will be tours available, enrollment info and an opportunity to turn in your paperwork on Saturday, January 26th, 2019, 10:00 AM - 12:00PM

616.459.0330

409 Lafayette Ave SE Grand  
Rapids, MI 49503

[childdiscoverycenter.org](http://childdiscoverycenter.org)



## Checklist, Permissions & Medical Information for Online Applicants

**APPLICATION DEADLINE: JANUARY 31, 2019**

**Student Name** \_\_\_\_\_ **Grade entering** \_\_\_\_\_

**Medical Information**

Does your child have a medical diagnosis that we should be aware of? (example: asthma, diabetes, epilepsy) <input type="radio"/> Yes <input type="radio"/> No	If yes, please list the details here and provide a care plan to the school:
Will prescribed medication be required at school? <input type="radio"/> Yes <input type="radio"/> No (If yes, please obtain a medical form from the school office)	Allergies:
Family Physician Name:	Hospital preferred:

**Family Information**

**Is this student a sibling of a current GRCDC student?**  Yes  No

**Is this student a child of a current GRCDC staff member?**  Yes  No

**Did you complete the Application for Enrollment online through the GRCDC website?**  Yes  No

**Important Notes: Please read, then initial the box to the right**

Initial here

Your student <u>must</u> be in attendance on the first day of school on Monday, August 19, 2019 and for the Orientation prior to the first day of school on Wednesday, August 14, 2019.	
Please notify the school of address and/or phone number changes. If we are unable to reach you because of a wrong address or phone number, your student's name will be removed from our list.	
Each application is valid for one school year only. GRCDC will prompt families every year when it is time to confirm enrollment for the next school year. All current students are guaranteed a spot on the class roster each school year as long as the required paperwork is turned in by the due date.	
If your student is accepted or on the waiting list, please notify the school if you do not intend to send your student to GRCDC.	
The birth certificate is required as proof of the pupil's identity and age. Parents/Guardians must show school officials, in person, a certified copy of the student's birth certificate. A certified birth certificate must have the raised county seal.	
Immunizations: Students must be up to date on immunizations or must have a waiver dated after January 1st, 2019, signed by the a County Health Department to attend GRCDC, on or before the first day of school. The waiver must specify "Grand Rapids Child Discovery Center" as the school name.	
If there is a custody arrangement with a legal parent/guardian of this student, you must provide legal documentation to the school office. Without legal documentation, the school will consider both parents listed on the birth certificate to have full and equal custodial rights.	

<p><b>Medical Event:</b> In the event of a serious accident or illness, I request that a representative of the school system contact me. If I cannot be reached, I request that contact be made with the physician named and his/her instructions be followed in the treatment of my child. If the emergency is such that immediate medical care is necessary, I authorize the school system to transport my child to a hospital for emergency care. The hospital, its agents, or a licensed physician may administer such emergency medical treatment, as they deem necessary under the circumstances.</p>	
<p><b>Media Use Permission:</b> I grant the Grand Rapids Child Discovery Center the right to use photographs, audio and video of my child for educational and promotional purposes. I authorize the Grand Rapids Child Discovery Center, its assigns and transferees to use and publish the same in print and/or electronically. I agree that the Grand Rapids Child Discovery Center may use such media with or without my name and for any lawful purpose, including such purposes as publicity, illustration, advertising, and Web content.</p>	
<p><b>To Apply:</b> To increase the chances of your student being accepted, you should apply by the end of the open enrollment period. Open enrollment ends on January 31, 2019 at 4:00 PM. When open enrollment ends, applications are counted. If there are fewer applications than openings, all applications will be accepted. If there are more applications than openings, a random selection lottery will be conducted.</p>	
<p><b>Lottery:</b> The lottery is a random selection to determine who will be accepted and who will be placed on a waiting list. You are welcome to attend the lottery, but you do not have to be present to participate. Names will be drawn for all students who submit completed application materials prior to Application Deadline. GRCDC will notify parents via email of the lottery results. Priority is given to siblings of students already enrolled and children of GRCDC employees for any available openings. Once all positions are filled, names will continue to be drawn to determine the order of the waiting list for his/her grade level.</p>	
<p><b>If your student is Accepted:</b> You will receive an acceptance letter if your child is accepted for enrollment. If the GRCDC has not received all the applications materials identified below by the enrollment deadline, your student will not be able to participate in the lottery.</p>	
<p><b>If your student is on a Waiting List:</b> You will be notified of acceptance by email or phone if an opening becomes available for your student.</p>	
<p>I will make an appointment with the school to turn in the required documentation. Appointments are available Monday-Thursday from 8:00 AM - 3:00 PM. The required documents are; a Completed Application (online or paper), Certified Birth Certificate, Copy of all Immunizations, Request for Records (for grades 1-5), Vision Statement (Kindergarten only) Call the school at 616-459-0330 or email <a href="mailto:office@childdiscoverycenter.org">office@childdiscoverycenter.org</a> to make an appointment.</p>	

By signing, I am verifying that the required information I have given is true to the best of my knowledge and that I have read, understand and agree to the terms listed above:

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Office Use Only: Date/Time all paperwork was received \_\_\_\_\_ Online application submitted? \_\_\_\_\_

Saw Official BC \_\_\_\_\_ Place of Birth \_\_\_\_\_ Date of birth \_\_\_\_\_ (on or before 9/1/2014)

Student's Legal Name: \_\_\_\_\_

Student's Legal Parent/Guardians: \_\_\_\_\_

Imm \_\_\_\_\_ Records Request \_\_\_\_\_ Vision & Hearing for KG \_\_\_\_\_ Copy of this page to family \_\_\_\_\_ E-Link \_\_\_\_\_

\*We do not participate in the Kent ISD courier service\*

Grand Rapids Child Discovery Center  
409 Lafayette Ave SE  
Grand Rapids, MI 49503

Phone (616) 459-0330  
Fax (616) 732-4437

Date: \_\_\_\_\_

Re: \_\_\_\_\_ Birthdate \_\_\_\_\_  
(student's name)

\_\_\_\_\_ Birthdate \_\_\_\_\_  
(student's name)

\_\_\_\_\_ Birthdate \_\_\_\_\_  
(student's name)

\_\_\_\_\_  
School Student Last Attended

\_\_\_\_\_  
Address, City, State, (Fax number, if available)

The above named student(s) has enrolled at Grand Rapids Child Discovery Center. Please forward the following information at your earliest convenience. Please fax us the latest IEP, then mail the entire school file to Grand Rapids Child Discovery Center.

- Cumulative folder CA-60
- Medical records
- Confidential records
- Psychological and Social Work Evaluations
- Records of all IEP/MET meetings and any other records applicable to special education placement

\_\_\_\_\_  
Parent Signature /

Please send the above information to:  
Grand Rapids Child Discovery Center  
409 Lafayette Ave SE  
Grand Rapids, MI 49503

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Thank you,

Rachel Harth, Administrative Assistant

\*Please note : "UNDER THE PROVISIONS OF THE Privacy Rights of Parents and Students Act, page 1213, Subpart D, 99.30 (b) it is not necessary to have the written consent of their parent to release record to officials of other schools to a school system the student seeks or intends to enroll."