



Thank you for submitting an application to enroll at GRCDC in the Fall of 2020. 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 completed and turned in by Friday, January 31st 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

Come visit us at our Open House! You will be able to get a tour of the school, talk to classroom teachers and have an opportunity to turn in your child's paperwork.

Open House Dates:

Saturday, November 2nd from 10:00 AM- 12:00 PM or

Saturday, January 25th from 10:00 AM - 12:00 PM



Checklist, Permissions & Medical Information for Online Applicants

APPLICATION DEADLINE: JANUARY 31, 2020

Student Name _____ **Grade entering** _____

Medical Information

<p>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</p>	<p>If yes, please list the details here and provide a care plan to the school:</p>
<p>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)</p>	<p>Allergies:</p>
<p>Family Physician Name:</p>	<p>Hospital preferred:</p>

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

<p>Your student <u>must</u> be in attendance on the first day of school and for the Orientation prior to the first day of school. The first day of school will be sometime during the week of August 17th - 21st, 2020 and Orientation will be held sometime during the week of August 10th - 14th, 2020. Exact dates will be sent out in the spring.</p>	
<p>Please notify the school of address and/or phone number changes. If we are unable to reach you regarding enrollment because of a wrong address or phone number, your student's name will be removed from our list.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>Immunizations: Students must be up to date on immunizations or must have a waiver dated after January 1st, 2020, signed by the 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.</p>	
<p>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>	

<p>Medical Event: 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>Media Use Permission: 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>To Apply: 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, 2020 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>Lottery: 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>If your student is Accepted: 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>If your student is on a Waiting List: 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 Online Application, 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 office@childdiscoverycenter.org 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 9/1/2015)

Student's Legal Name: _____

Student's Legal Parent/Guardians: _____

Imm _____ Records Request _____ Vision & Hearing for KG _____ 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."