

**For NEW or NOT currently enrolled children of LCCC/UP students**

- ✓ Register for classes and obtain a copy of your schedule
- ✓ Verify Financial Aid if eligible
- ✓ Download Children's Learning Center enrollment forms ([www.lorainccc.edu/children](http://www.lorainccc.edu/children))
- ✓ Review and Complete forms
  - CLC Registration Form**
  - Enrollment and Health Information Form**
  - Parent Agreement**
  - \*Physician Statement** – have completed by child's doctor (signature and date can not be stamped) and due on first day of the new term. Make appointment for physical now, since it often takes several weeks to get completed. (not required for children enrolled in Kindergarten or older).
- ✓ Bring completed forms, your child's complete immunization record, and your schedule to the Children's Learning Center. At the center the staff will assist you in completing the enrollment process by:
  - Reviewing enrollment forms for accuracy
  - Completing your child's schedule and tuition statement
  - Reviewing the tuition policy
  - Providing you with a copy of your child's tuition statement
  - Providing you with a copy of our Handbook
- ✓ Pay registration fee (\$10) and first tuition payment

**Please note – your child's schedule is guaranteed only upon completion of the enrollment process which includes payment of fees as required and completion of enrollment forms as outlined above.**

**Currently enrolled children of LCCC/UP Students**

- ✓ Register for classes and obtain a copy of your schedule
- ✓ Verify Financial Aid if eligible
- ✓ Complete the CLC Registration Renewal form and review the Fee Acknowledgement document (forms available on [www.lorainccc.edu/children](http://www.lorainccc.edu/children))
- ✓ Bring Registration Renewal form and copy of your schedule to the Children's Learning Center
- ✓ At the center the staff will assist you in completing the enrollment process by:
  - Completing your child's schedule and tuition statement
  - Reviewing the tuition policy
  - Providing you with a copy of your child's tuition statement
  - Reviewing child's file and identify updates as needed
- ✓ Pay registration fee (\$10) and first tuition payment

**Please note – your child's schedule is guaranteed only upon completion of the enrollment process which includes payment of fees as required and completion of enrollment forms as outlined above.**

**Community Enrollment – LCCC/UP Faculty and Staff**

- ✓ Download and complete forms.
- ✓ Please call to schedule an appointment to visit the center and discuss enrollment options.