Aloha! Welcome to the University of Hawai‘i Mānoa Children’s Center (UHMCC). We are very pleased you will be joining our ‘ohana.

The enrollment forms include several important forms to be returned to the Center, as well as some reference information that will be helpful to you while you and your child(ren) are a part of our community.

It is of particular importance that your deposit and the two forms mentioned below are returned to the Center as soon as possible.

- **$125.00 Deposit**: A $125.00 non-refundable child care deposit is required for admission to the Children’s Center. Your deposit will be credited towards your child’s yearly comprehensive fee. Please remit the total amount by check or money order payable to the University of Hawai‘i.

- **CACFP Meal Benefit Form**: This form must be filled out and returned for every family. The information we ask for on this form serves a dual purpose; it is used for the food program and for our sliding scale, which determines the amount your family will pay for childcare. This means that even if you will not be a part of the meal program, we still need you to provide the information requested on the form. If you are uncomfortable disclosing income information, or respond simply “above scale”, please be aware that you will be categorized as the highest step in the income scale.

- **Family History**: The information we ask for on this form enables us to better understand your child(ren) and provide the best care possible. The form also allows you to express your parental beliefs about your child’s care and to share anything else you’d like us to know about your child’s comfort habits.

The following forms must be returned to UHMCC by the time your child begins receiving care.

- **Emergency Card**: Please make sure the information is complete and up to date.

- **Health Entrance Requirements For Children**: This sheet asks you to provide three verifications (tuberculosis clearance, immunization record, and physical examination) and explains how these verifications may be obtained. There is also a helpful pamphlet from the Hawai‘i Department of Health, as well as the Department of Education Student’s Health Record (also referred to as Form 14). When returned, the Form 14 will serve to verify your child’s three health entrance requirements. Please be sure to submit the original, completed form—not a copy.

- **Verification of Status**: This sheet details how to provide us with verification of your affiliation with University of Hawai‘i, whether you are a student, faculty, or staff.

- **Permission Form**: Please review and sign.

- **Family Handbook Agreement**: Located at the very end of the Family Handbook. Please have both parents sign and turn in the last page of the handbook verifying that you’ve read and agree to the term and procedures identified.

Thank you for your commitment to providing us with this information. The other documents in the enrollment forms are intended for you to keep and refer to as needed.

Please do not hesitate to contact us any time if you have questions about paperwork, your child’s transition, or anything else of concern. We’re here to help!

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