



8 Nature's Way
Hilton Head Island, SC 29926
(843) 681-2739
TheChildrensCenterSC.org

THANK YOU FOR BEING AN IMPORTANT PART OF THE CHILDREN'S CENTER FAMILY

We annually require each family to update their enrollment information.

THE PROCESS: The link below will take you to an on-line form. The information requested is then loaded into all the required documents to enroll your child at TCC.

1. **Please carefully and completely provide the information requested, then push the "submit" button.**
2. Next, you will receive back in your email, a set of documents with your enrollment information included. Your next step is to **CAREFULLY** review the information for accuracy. As you review the documents, there may be optional information to add. For example, a second parent contact information can be added. These optional boxes are not required, but if available are important to include.

IMPORTANT: As you move through the completed forms, there will be spaces that you are required to digitally "sign," which confirms your review and approval of the accuracy of the information provided

3. Your child's immunization record must be provided from your child's pediatrician's office on **DHEC Form 2740** You will have the option to upload this as part of this on-line process or it can be faxed to TCC at 843-681-3875, or scanned to enrollment@thechildrenscntersc.org.

Documents in the Enrollment Packet:

1. DSS 2900 – General Record and Statement of Child's Health for Admission
2. DSS 3354 – Infant Statement – for children under 12 months
3. Enrollment Contract
4. Media and Handbook Acknowledgement
5. ABC Healthy Living – Physical Activity
6. ABC Healthy Living – Discipline
7. ABC Healthy Living – Nutrition
8. Provisional Employment Notification
9. Pick-up and Authorizations
10. DSS 16160 – Application for Free and Reduced-Priced Meals in Child Care Food Programs
11. Tuition Assistance Application and Income Verification from All Household Incomes – paystubs will need uploaded along with the enrollment documentation.

All required boxes on these documents must be complete with signatures and immunization records provided prior to enrollment. Upon receipt of the immunization record and all Enrollment information, our staff will be in touch as space becomes available. If you need help, call The Children's Center at 843-681-2739.

We look forward to adding your child and family to ours!