



**Pre-Admission Application**  
**\*Please print clearly in black or blue ink\***

Child's First and Last name:			
Child's Address:			
Child's DOB:	Date of Application:	Projected Start Date:	
<b>School Age Families:</b>			
Child's School:		Grade:	
Type of Care: Please check one:	Before and After	Before	After
Parent/ Guardian Name:		Relation to Child:	
Address (if different from child's):			
Cell Phone:		E-Mail:	
Employer's Name:		Work Phone:	Hours of Employment:
Parent/ Guardian Name:		Relation to Child:	
Address (if different from child's):			
Cell Phone:		E-Mail:	
Employer's Name:		Work Phone:	Hours of Employment:
How did you hear about NDNCC?			
<b>NON-REFUNDABLE APPLICATION FEE REQUIRED</b> \$75.00 for the first child; \$40.00 for each additional child <b>This application will be held on file for 4 months at which time you will be emailed to see if you are still interested in a placement.</b> <b>Please make sure the email address is printed clearly.</b> <b>If we do not receive a reply, we will remove your name from the waiting list.</b>			
NDNCC is a private, non-profit corporation in compliance with Title VI of the Civil Rights Act. NDNCC is committed to ensuring no person shall be excluded from or denied benefit from any program or activity at this facility or be otherwise subjected to discrimination because of race, color, ethnic background, religious beliefs, sexual orientation or national origin.  I understand NDNCC accepts children between the ages of 6 weeks and 14 years old on a first come, first serve basis. <b>I understand NDNCC requires a two-week deposit equal to two weeks of my child's tuition, which will be credited (provided I give a two-week notice) to the last two weeks my child is enrolled in NDNCC.</b> While a two-week notice is required, a courtesy notice of 30 days is appreciated.			
Signature of Parent/ Guardian:		Date:	



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**Parents Right to Know Notice**

By signing this form, I am acknowledging I have received a copy of the Parents Right to Know Notice which states, "UNDER THE DELAWARE CODE, YOU ARE ENTITLED TO INSPECT THE ACTIVE RECORD AND COMPLAINT FILES OF ANY LICENSED CHILD CARE FACILITY.

**To review a child care facility record, contact:**

**The Administrative Specialist**  
 Office of Child Care Licensing  
 3411 Silverside Road  
 Concord Plaza/Hagley Building  
 Wilmington, Delaware 19810  
**Phone (302) 892-5800**

You may also view substantiated complaints and compliance review histories by visiting the Office of Child Care Licensing's child care search at <https://kids.delaware.gov/occl/search-for-child-care.shtml>.

Signature of Parent/ Guardian:

Date:

**NDNCC Use Only**

Enrollment Date:

Classroom:

Application fee received:

- \$ amount : \_\_\_\_\_
- Check # : \_\_\_\_\_
- Cash : \_\_\_\_\_
- Online : \_\_\_\_\_
- N/A – POC : \_\_\_\_\_

Date Received:

Administrator initials: