

Enrollment Form

PURPOSE

The purpose of the enrollment form is to formally enroll in the accreditation process. Using the self-study Materials, these materials, programs will create a shared understanding of the NAEYC Accreditation process by collaborating with program staff, families, and other stakeholders to better understand your program's current landscape, strengths, and challenges. From there, you will plan your program's individual accreditation timeline, and proceed to Step 2: Apply and Conduct Self-Assessment.

INSTRUCTIONS

Programs will complete the enrollment form and submit to NAEYC using the submission instructions on this form.

Streamlined Accreditation Method



Important Information



After extensive feedback, review, testing, and evaluation, NAEYC'S Accreditation of Early Learning Programs is excited to announce that programs may now choose the streamlined accreditation method for site visit assessment for the September 30, 2017 and January 31, 2018 candidacy cycle. During this transition period programs in these submission cycles may opt out and continue to be assessed using NAEYC's established methods and tools, if they prefer.

Beginning with the May 31, 2018 candidacy cycle the streamlined accreditation method will be required for all programs.

If you have questions about the accreditation process schedule a consultation with your regional support specialist.

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Section 1: PROGRAM INFORMATION			
Program Identification			
Program Name: <i>Legal name to appear on all correspondence and official documents from NAEYC, including the NAEYC Accreditation Certificate.</i>			
Has your program been assigned a program ID number? <input type="checkbox"/> Yes: If Yes, please indicate Program ID#: _____ <input type="checkbox"/> No			
Primary Contact		Secondary Contact	
<i>The Primary Contact is responsible for receiving written correspondence regarding the program's accreditation and can update NAEYC with changes to program information.</i>		<i>The Secondary Contact will be copied on all correspondence regarding the program's accreditation and can update NAEYC with changes to program information.</i>	
Name:		Name:	
Title:		Title:	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Additional Contacts			
<i>Additional Contacts are authorized to receive confidential programmatic information from NAEYC. Programs may name up to three (3) additional contacts.</i>			
Name:		Name:	Name:
Title:		Title:	Title:
Multiple Programs within the Same Facility			
<i>NAEYC Accreditation is granted to the overall program, and will not be granted to individual classes within a program. Throughout the NAEYC Accreditation process, all eligible classes a program serves must be reported and may be observed during a site visit. This includes classes within the program that operate during the summer and as after-school care.</i>			
<i>A class can only be excluded from a program's NAEYC Accreditation if it is part of a separate program that has a separate public identity. A program pursuing NAEYC Accreditation must notify NAEYC of all separate programs that operate within its facility and be able to demonstrate a separate budget, administration, and license.</i>			
My program is the only program that operates within its facility. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, use the space below to list other programs that operate within your program's facility and describe how other existing programs are separate from your program. Include relevant information about how all other existing programs have a separate name, budget, administration, and license from your program.			
<i>If necessary, you may attach an additional page to continue your description of separate programs that operate within your program's facility.</i>			
Security Clearance			
Is a prior security clearance required for visitors to enter the program? <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes, provide the name and phone number for the proper authority outside of your program below.			
Name:		Email:	
Relationship to program:		Phone: () -	

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Section 1: PROGRAM INFORMATION			
Program Address: <i>Contact information will be posted on the NAEYC website when a program achieves NAEYC Accreditation.</i>			
Street Address:		Suite/dept/floor:	
City:	State:	Zip:	
County:	Country:		
Phone:	Fax:		
Mailing Address: <i>To be used for written correspondence to the program.</i>			
<input type="checkbox"/> Same as program address			
Street Address:		Suite/dept/floor:	
City:	State:	Zip:	
County:	Country:	Phone:	
Billing Address: <i>To be used for invoices sent to the program.</i>			
<input type="checkbox"/> Same as program address <input type="checkbox"/> Same as mailing address			
Attention: <i>This individual must also be listed as the Designated Program Administrator, Secondary Contact, or an Additional Contact on page 1.</i>			
Organization Name (if different than program name):			
Street Address:		Suite/dept/floor:	
City:	State:	Zip:	
County:	Country:		
Email:	Phone:	Fax:	
Shipping Address: <i>To be used for the shipment of all NAEYC Accreditation Materials.</i>			
<input type="checkbox"/> Same as program address <input type="checkbox"/> Same as mailing address <input type="checkbox"/> Same as billing address			
Street Address: <i>No P.O. Boxes accepted</i>		Suite/dept/floor:	
City:	State:	Zip:	
County:	Country:	Phone:	
Satellite Locations <i>Only complete this section if any of the classes are housed in a satellite location.</i>			
A program with satellite location(s) must meet the following criteria:			
<ul style="list-style-type: none"> • Have no more than 2 satellite locations; all locations are within a 5 mile radius of the primary location. • The satellite location/s enroll 60 or fewer children • Each satellite location must have the same program administration, budget, and public identity as the primary site 			
Satellite Site Address 1			
Satellite Site 1 Name:			
Street Address:		Suite/dept/floor:	
City:	State:	Zip:	
Satellite Site Address 2			
Satellite Site 2 Name:			
Street Address:		Suite/dept/floor:	
City:	State:	Zip:	

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G97H-CB & FEES FOR NAEYC ACCREDITATION

The Enrollment fee is nonrefundable. This form will not be processed until NAEYC receives the applicable fee.

\$495	1 - 60 children
\$595	61 - 120 children
\$795	121 - 240 children
\$895	241 - 360 children
Add \$100 for every additional 120 children.	

The accreditation fee is calculated based on the number of children enrolled in a program at the time this form is submitted. If the number of children changes for a defined portion of the year (for example, altered program operation during the summer), the program should report the number of children that typically applies throughout the majority of the school year.

Reference the following rules to determine the number of children that determines the accreditation fee for your program.

- Each child is only counted once.
- Each child of eligible age (birth through kindergarten) that is part of an eligible class is counted. All eligible classes **MUST** be included in your program's NAEYC Accreditation. Note that classes are not eligible if more than 50% of the children are school age (first grade and beyond).
- For programs with hourly care or drop-in care classes in which the total number of children enrolled in the class exceeds the maximum licensing capacity of the class, only the maximum licensing capacity of the class is counted. Add the maximum licensing capacity of any drop-in care classes to the total number of children, if applicable.

Age Category	Number of Children Enrolled
Infant (birth to 15 months)	
Toddler/Twos (12 to 36 months)	
Preschool (30 months to 5 years)	
Kindergarten (public or private)	
TOTAL Number of Children:	

Section 2: PAYMENT INFORMATION

Choose ONE method of payment and include applicable information below.

Check

Check Number:

Name on Checking Account:

Attach check to this form - If check is sent under separate cover, program ID number or other identifying information must be included on the check.

Purchase Order

Purchase Order Number:

Name on Purchase Order:

Attach purchase order to this form.

If purchase order is sent under separate cover, program ID number or other identifying information must be included on the purchase order.

Credit Card

VISA MasterCard Amex Name on card/checking account or purchase order holder:

Credit Card Number:

Credit Card Expiration Date: Month: Year:

Card billing address:

City:

State:

Zip:

Country:

I authorize NAEYC to charge the above credit card at the amount of \$

Signature:

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Section 3: RIGHTS AND RESPONSIBILITIES

Program Rights

- Right:** To access professional and timely support from NAEYC Accreditation of Early Learning Programs staff members
- Right:** To receive consistent updates on the NAEYC Accreditation process, policies, and procedures.
- Right:** To acquire the current NAEYC Early Learning Program Standards, including assessment materials and resources.
- Right:** To provide feedback to NAEYC Accreditation of Early Learning Programs regarding the NAEYC Accreditation process and the NAEYC Early Learning Program Standards.
- Right:** To withdraw from the NAEYC Accreditation process at any time.
- Right:** To be assured that program information provided to or collected by NAEYC Early Learning Programs remains confidential.

Program Responsibilities

- Responsibility:** To understand the NAEYC Accreditation process and access the most current versions of the NAEYC Early Learning Program Standards, related assessment materials, and resources.
- Responsibility:** To involve all program stakeholders in a collaborative continuous quality improvement process.
- Responsibility:** To update NAEYC of any major changes related to the program, eligibility requirements, and critical incidents that may impact a program's quality.
- Responsibility:** To adhere to selected timelines for submission deadlines to avoid any penalty or lapse in accreditation.
- Responsibility:** To submit all applicable fees and forms to pursue or maintain NAEYC Accreditation and avoid withdrawal from the accreditation process.
- Responsibility:** To retain a copy of all documentation submitted to NAEYC Early Learning Program

Section 4: Signature

- I have read and understand my program's rights and responsibilities.
- I verify that the information submitted in this form is accurate. If false or misleading information is ever provided to the NAEYC Early Learning Programs, I understand that my program's pursuit of NAEYC Accreditation will cease and/or my program's current accreditation may be withdrawn.
- I understand that enrollment is available to any program interested in using the self-study materials for program improvement. Formal pursuit of NAEYC Accreditation begins with the submission of the Step 2: application.
- I understand that enrolled in self-study is valid for two years. After two year, my program must submit an enrollment maintenance form and fee to remain in enrollment for an additional year.

Signature / Title

Date

SUBMISSION INSTRUCTIONS

Mail completed form with payment to:

NAEYC Self-Study
P.O. Box 96143
Washington, DC 20090-6143

NAEYC accepts the postmark date as the submission date. NAEYC recommends that programs obtain written confirmation of receipt of all forms sent to NAEYC P.O. Boxes. NAEYC is not able to sign for materials that are delivered to a P.O. Copy this form for your program's records before submission. NAEYC will not return this form to the program.