



Registration Form

We are so glad you are considering Mini University for your family.

TODAY'S DATE

Center: ☐ Hope Center ☐ Miami ☐ Sinclair ☐ Wright State

Completing this form and paying the registration fee holds your child's place — either in a classroom today, or on our waiting list. Please ask us anything. We would love to show you around and introduce you to our teachers.

YOUR FAMILY

Parent/Guardian Name(s)			
Home Address	City	State	Zip
Mobile Phone Number	Email Address		

YOUR CHILD / CHILDREN

Child 1 — Full Name	Date of Birth or Due Date	Desired Start Date
Schedule ☐ 5 Full ☐ 3 Full ☐ 2 Full ☐ 5 Half AM ☐ 5 Half PM		
Classroom ☐ Nursery ☐ Toddlers & Twos ☐ Pre-Kindergarten ☐ K-Ready Publicly funded? ☐ Yes ☐ No		
Child 2 — Full Name	Date of Birth or Due Date	Desired Start Date
Schedule ☐ 5 Full ☐ 3 Full ☐ 2 Full ☐ 5 Half AM ☐ 5 Half PM		
Classroom ☐ Nursery ☐ Toddlers & Twos ☐ Pre-Kindergarten ☐ K-Ready Publicly funded? ☐ Yes ☐ No		

ENROLLMENT PRIORITY

Priority families are offered available spaces first. Tell us how your family is connected to our sponsoring organization.

Priority Family ☐ Student ☐ Faculty ☐ Staff ☐ Employee ☐ Hope Zone	
Employee or Student ID # (needed to verify a discount)	☐ Associate ☐ Community
If Associate, how is your family associated?	Referred by (if someone told you about us)

WHAT YOU ARE AGREEING TO

- **Registration fee.** My signature confirms payment of the **\$75.00 non-refundable registration fee** for each child listed above.
- **Priority status.** If I have indicated a priority category above, my status will be verified before any priority placement or discount is applied.
- **Tuition.** I have received the current tuition rates and understand the Enrollment Priority policy.

IF YOU ARE PLACED ON THE WAITING LIST

- Spaces are offered to **priority families first**, and wait times vary — they can be long for infants. When a space is offered, we will contact you and you will have **24 hours** to accept.
- If I accept, I will pay the **\$100 tuition deposit**, and tuition begins on the date the space becomes available — whether or not my child starts that day.
- If I decline, my family moves to the bottom of the waiting list within our priority group. **After declining three times, I understand my child will be removed from the waiting list.**

Parent/Guardian Signature	Date
Registration Fee Processed By (office use)	Date Paid



Registration Form

For Enrollment Coordinator use

RECORD OF SPACES OFFERED

Record every offer here. The Director decides which family is offered a space; the Enrollment Coordinator makes contact.

☐ Line Leader updated Waiting list date: _____ Priority: _____

OFFER 1

Date offered	Schedule offered	Start date offered
Contacted by (Enrollment Coordinator)	Parent contacted — How ☐ Call ☐ Text ☐ Email	
Family response ☐ Accepted ☐ Declined ☐ No response in 24 hrs Stay on list? ☐ Yes ☐ No		
If declined — reason, and any change to the schedule or start date they now want		

OFFER 2

Date offered	Schedule offered	Start date offered
Contacted by (Enrollment Coordinator)	Parent contacted — How ☐ Call ☐ Text ☐ Email	
Family response ☐ Accepted ☐ Declined ☐ No response in 24 hrs Stay on list? ☐ Yes ☐ No		
If declined — reason, and any change to the schedule or start date they now want		

OFFER 3 — FINAL OFFER

Date offered	Schedule offered	Start date offered
Contacted by (Enrollment Coordinator)	Parent contacted — How ☐ Call ☐ Text ☐ Email	
Family response ☐ Accepted ☐ Declined ☐ No response in 24 hrs Stay on list? ☐ Yes ☐ No		
If declined — reason, and any change to the schedule or start date they now want		

IF THE FAMILY ACCEPTED

Start date	Classroom	Schedule
Line Leader updated (date)		Copy sent to Home Office (date)

IF THE FAMILY IS REMOVED FROM THE LIST

Notify the Home Office, mark **Lost Opportunity** in Line Leader, and file this form in the inactive section — do not discard it.