

Your Enrollment Journey

Step 1

Complete Enrollment Inquiry Form online at tracjamestown.com/ontrac-inquiry

Step 2

Schedule a tour and review policies/procedures with Learning Center Supervisor. Plan for one hour.

Step 3

Receive packet of Learning Center paperwork. Fill out and return to Guest Service desk. Include completed Tuition agreement with desired start date.

Step 3

Do not enroll in On TRAC Learning Center.

Step 4

Learning Center Supervisor approves enrollment and signs off on tuition agreement.

Step 5

Pay \$50 Application Fee at Guest Service Desk.

Step 6

Congratulations! You have completed all the application steps for the On TRAC Learning Center. The Learning Center Supervisor will contact you shortly to discuss if your child has been accepted into our program with available start dates.

On
TRAC
Learning Center

Center Comparison Checklist



Choosing child care and early education is an important decision. Use this form to research and compare child care/learning centers and find the best fit for you and your child.

Center Environment

		Center 1	Center 2
Was the Center welcoming and inviting?			
Are there strict security procedures for entering the building?			
Does the staff have instant access to children's medical information, plus arrival and departure times?			
Does the Center provide a means of giving parents regular updates?			
Are exterior cameras in use to ensure a safe and secure environment?			

Learning and Programs

Are programs based on age-appropriate learning and development objectives? a. Are children read to every day? b. Does the program use a curriculum designed for preschool with focus on meeting the needs of each child? c. Do children learn individually as well as in groups?			
Is there a plan for tracking and achieving developmental goals?			
Do parents get regular updates (verbal, written, photos) about their child's activities and developmental progress?			
Does the school have a health and fitness program?			

Facility, Staff and Materials

Was the staff positively engaged with children?			
Are teachers trained and certified in CPR and First Aid?			
Do classroom Teachers have Early Education Degrees?			
Are there regular procedures to prevent germs & sanitize toys/learning materials?			

Other things to consider

Are meals provided and do they follow the national standards set forth by the Child and Adult Care Food Program (CACFP)?			
Does the Center provide snacks that follow the CACFP program?			
Are extracurricular activities offered such as music, art, athletics?			
Is transportation available to/from your child's primary school?			

Costs

What is the Center's monthly fee?			
What is the application fee?			
Is childcare assistance accepted?			