



WDMCS Community Education
3550 Mills Civic Parkway
West Des Moines, IA 50265

Phone (515) 633-5001
Fax (515) 633-5099
www.wdmcs.org/commed

March 22, 2017

Dear West Des Moines Area Childcare Centers and Preschools,

It's time again for Safety Town registration! Please help us by sending a registration form home with each child at your center who will be starting kindergarten in the fall of 2017.

If you are planning on enrolling as a group, we must receive registrations and payments at the WDMCS Community Education office, 3550 Mills Civic Parkway, by **Monday, April 10** to guarantee that your group is enrolled in the session of your choice.

IMPORTANT INFORMATION – please note:

Because enrollment in the morning sessions is usually the choice of the majority of parents, **our policy is to process childcare group registrations for afternoon sessions only.** Please assist us by choosing among sessions 2, 4, or 6 for your group's session preference.

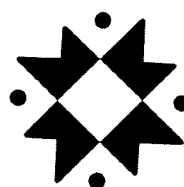
If you would like to register a group of children from your center to attend Safety Town together, please note the following:

1. Ask parents to completely fill out the registration form **including the name and address of the childcare center.**
2. Inform parents of your center's session choice so that they may circle the same choice on their forms.
3. Please collect registration forms and payments and bring or mail them as a group to Community Education by **Monday, April 10.** Please bring forms before this date to guarantee that your group is enrolled in the session of your choice.
4. **For groups of ten or more children we require that a teacher from the childcare facility stay with their students.** This will help us provide better communication to parents and childcare center staff. It will also provide a better learning environment for all students. If you have any questions about this procedure, please call Sharlene Riche at 633-6528 or riches@wdmcs.org.

A confirmation letter and Safety Town agenda will be mailed to you and to each child registered for the program in early May.

We appreciate your assistance with Safety Town registration. We look forward to a rewarding summer with the children! If you have any questions about Safety Town or the registration process, please call WDMCS Community Education at 633-5001.

Thank you!



**summer
OF Learning**
A WDMCS Community Education Program