

# Little Sprouts Child Development Center

An affiliate of the Pender Community Hospital District



Dear Parent or Guardian:

Thank you for interest in enrolling your child(ren) in Little Sprouts Child Development Center. We are looking forward to building a great relationship with you and your family.

Please complete the pre-enrollment Form and the informed consent form for each child planning to attend Little Sprouts and return them to our center director at 614 Main Street, Suite 5, Pender, NE 68047. Applications can be sent via mail or can be dropped off at Little Sprouts. Getting these applications in as soon as you can will be very crucial in ensuring yourself a spot for your child(ren) as the center is only licensed for 50 children.

Once you've completed the necessary paperwork and sent it in, our director will review each child application on a first come first serve basis and will then contact each family whose child has a spot reserved to set up a date to finish the remainder of the enrollment paperwork. We will need a current copy of your child's immunization record and the \$25.00 application fee prior to your first day starting at the Center. We will be accepting Childcare Subsidy (Title XX) for those families that qualify. For families who are receiving Title XX an authorization from your caseworker, including the application fee, is needed prior to your first day. A verbal authorization will be accepted. Please refer your caseworker to Jessica Bentley, Little Sprouts billing specialist at 402-385-1917 for this purpose.

Any child applications received after the licensed number of spots is filled will be placed on a waiting list.

If you are planning on your child to be a drop-in, all enrollment paperwork and the \$25.00 application fee will have needed to be completed prior to the day you anticipate dropping your child in.

Should you have any questions or concerns please do not hesitate to call our director. Thank you for choosing Little Sprouts Child Development Center for your early care and education needs. We look forward to seeing you soon!

Sincerely,

Mandy Baker  
*Program Director*  
Little Sprouts Child Development Center  
[Mandy.Baker@pchne.org](mailto:Mandy.Baker@pchne.org)