

CHILDREN'S DAY OUT  
**Instructions for Remote Registration**

**2024 – 2025 Program Year Registration**

**Returning Enrollees – Tuesday, April 30, 2024, at 7:00 am**

**New Enrollees – Thursday, May 2, 2024, at 7:00 am**

1. On the appropriate registration date and time, go to the following link to fill out an [Enrollment Line Placement Form](#) – Google Forms will not begin accepting forms until 7:00 am. If a submission is made before that date and time, a message will be returned giving the date and time acceptance will begin.
2. The form asks for your name and a phone number where we can reach you that morning. Google Forms assigns a number, the date and time to each form in the order received. We will call you in that order to enroll your child(ren). **After submission a message will appear acknowledging your submission along with a link to edit your response.**
3. After you submit the form, please answer if you receive a call at the phone number you provided even if you don't recognize the caller. KUMC has 8 phone lines and outgoing calls go out on all of them. If we are sent to voicemail, we will go to the next person in line and you will move to the next in line. After 3 attempts to reach you, you will go to the end of the line.
4. **All charges are due to CDO by Friday, May 17,** to secure your registration. After that date unsecured enrollment will open up to those on our wait list. These can be paid by check and mailed to CDO at 201 W. Adams Ave. 63122 **OR** paid through your bank's on-line bill pay.