



Benjamin Franklin Toddler Program

15 months—3 years

Benjamin Franklin Preschool Program

3 years—5 years

180 Clinton Street
New Britain, CT 06053
(860) 224-8299

Open from 7:00 am—5:00 pm; Monday—Friday

- Our child care programs accept pre-applications year-round for children to be placed on a waiting list.
- If you have put in an pre- application for the waiting list, we will call you when there is an opening in the appropriate program for your child.

If we call you for an opening, please respond promptly and have the following documents ready for intake (Please note: we only need these documents at time of enrollment and should not be given with the pre-applications):

- ◆ 4 current, consecutive pay stubs (for weekly pay)
- ◆ 2 current, consecutive pay stubs (for bi-weekly pay)
- ◆ 1 current, consecutive pay stub (for monthly pay)
- ◆ OR a letter from employer on letterhead stating hours and salary
- ◆ Long form birth certificate (for the child to be enrolled)
- ◆ Social security cards (for ALL members of the household)
- ◆ Insurance card (for the child to be enrolled)
- ◆ Current physical & TB test (TB test is required)

If any information (phone number, employer, address, family size, etc.) changes, please call us immediately so that we can update the information on your pre-application. If we cannot get in contact with you, you may lose an opportunity for your child to be enrolled into the program.

