

CAP Tulsa Admissions Process



Start your application with us online, by phone, or in-person:

Online or by Phone
[captulsa.org/get-started](https://www.captulsa.org/get-started)
(918) 382-3247



Visit Legacy Plaza

5330 E 31st St., Suite #300
Tulsa, OK 74135

**Attend
a Child Care
Application Event**



See our Facebook page for a list of events: [facebook.com/captulsa](https://www.facebook.com/captulsa)

INTAKE

Your application begins with these three steps—

1. **Submit** Required Documents to Admissions either in-person or online.
2. Complete Intake with Admissions Staff and schedule an **Interview**.
3. **Sign** Authorizations & Releases at the time of scheduling your interview.



We work with you to make sure your application is complete and your documents are in order.

Scan this QR Code to see the list of **Required Documents** needed to complete your application:



WAITLIST

During this time, we are determining your eligibility, based on a variety of factors to identify families with the “greatest need.” Keep in mind that:

- Immediate Enrollment is not available.
- ALL applicants are assigned to the waitlist.
- The waitlist is not “first come, first served.” The waitlist varies for each available opening and changes with each new application.

KEEP IN TOUCH!

If your address or phone number changes, please contact us immediately to update your contact information. If we cannot reach you, we cannot enroll your child! Call **(918) 382-3247** or visit [captulsa.org/contact-us](https://www.captulsa.org/contact-us).



If you are matched to an opening in our school-based or Learning@Home program, you will receive a phone call and/or welcome letter in the mail with the date and time of your Family Enrollment Meeting (FEM).

FAMILY ENROLLMENT MEETING

You and your child(ren) will meet with our **Admissions Team** to review documents, obtain information and/or signatures, and answer any questions you may have. You will also meet with a **Health Associate** to complete a basic health screening.



FIRST DAY OF SCHOOL

Welcome to CAP Tulsa! Be sure to visit our website, [captulsa.org](https://www.captulsa.org) and follow us on **social media** for announcements, events, and resources for your family. On our website you can download our Family Handbook & school calendar, and be prepared for the first day of school.



REMEMBER: Applications for CAP Tulsa's Early Childhood Programs are good for one year. Program rules require CAP Tulsa to only enroll children with current applications, so you must complete a new application to re-apply for next year if your child is not enrolled this year.

5330 E 31st St, Suite #300
Tulsa, OK 74135
(918) 382-3247

[captulsa.org](https://www.captulsa.org)
Follow us on Facebook, Instagram,
LinkedIn, and YouTube!



CAP Tulsa
Helping Families Succeed