

REGISTRATION FORM

SUMMER 2019 - All Day Program

May 28, 2019 – August 2, 2019

6:30 A.M. – 6:00 P.M.

ECC CLOSED 8/5-8/9 for Fall Prep Week



9111 Haverstick Road
 Indianapolis, IN 46240
 O: 317/575-6508
 F: 317/575-6509
 Golove.org/ecc

CHILD INFORMATION

Name: _____

Birthdate: _____ Gender: M F

CONTACT INFORMATION

Address: _____

Siblings Attending: _____

PARENT INFORMATION

Mother: _____

Phone: (_____) _____

Email: _____

Father: _____

Phone: (_____) _____

Email: _____

Primary Parent/Phone in case of Emergency: _____

Best Phone: _____

REGISTRATION INFORMATION

YOUNG 2's _____

16 months by 9/1/18 & Walking/Eating Finger Foods

Please Circle M T W Th F
 Full Time

**Supply Fee
 Non-refundable**

\$40
 \$40

TUITION

\$53/day
 \$210/week

OLDER 2's _____

24 months by 9/1/18

YOUNG 3's _____

Potty Trained not required for Young 3's

Please Circle M T W Th F
 Full Time

**Supply Fee
 Non-refundable**

\$40
 \$40

TUITION

\$51/day
 \$205/week

OLDER 3's _____

3 years & Potty Trained by 9/1/18 required for Older 3's

Please Circle M T W Th F
 Full Time

YOUNG 4's _____

4 years by 9/1/18

Please Circle M T W Th F
 Full Time

TRANSITIONAL _____

Transitional class is for Older 4's & Young 5's

Please Circle M T W Th F
 Full Time

**Supply Fee
 Non-refundable**

\$40
 \$40

TUITION

\$50/day
 \$197/week

\$40
 \$40

\$50/day
 \$197/week

\$40
 \$40

\$50/day
 \$197/week

FINAL PLACEMENT WILL BE DETERMINED BY THE ECC OFFICE.

The \$40 Supply Fee is due with this form to secure your child's registration for Summer and is non-refundable.

PLEASE READ AND SIGN THE REVERSE SIDE TO COMPLETE REGISTRATION.

**CONTRACTUAL AGREEMENT
SUMMER 2019 - All Day Program**



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Please read the following carefully regarding your child's school account and payment responsibilities.

By signing this form, I agree to the following plan for my child's tuition and fees to secure my child's registration for Summer:

1. **SUMMER SUPPLY FEE DUE** with this form, and is non-refundable.
2. **REGULAR TUITION PAYMENT DUE** by Wednesday each week beginning 5/29/19.
Any tuition fee received after Wednesday each week will incur a \$10 late fee,
Any returned payment will incur a \$20 Returned Payment Fee.
3. Registration and Prepayment fees cannot be accepted if my school account is not current.
4. For every minute past 6:00p.m. that I am late picking up my child, I will incur a \$1 charge.
5. I agree to giving at least two week's written notice to the office prior to withdrawing my child from ECC. If less than 2 weeks notice is given, I will be responsible for paying those week's tuition fees.
6. If my account falls in arrears, ECC will issue three warnings and then have the right to immediately end this agreement and pursue collections.
7. The center operates solely on the tuition fees of our families to meet our expenses. If you are continuing ECC in the Fall, note that the center is closed 8/5 - 8/9 and parents are NOT expected to pay tuition for this week.
8. Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (August - July). Daily Families will be allowed "Tuition Free Days" the equivalent number of days they are registered. To redeem these Free Days/Weeks, the office must be notified in writing in advance of the days being used. **Families first joining in Summer will not have any free days/weeks until the start of the Fall Semester.**
9. Tuition Fees are subject to change at the discretion of the center. Parents will be given two weeks notice prior to the change in fees. Such notice will be deemed to be given when (1) notice sent home with child, or (2) two days after emailing or sending by U.S. Postal Mail service to the custodial parent at the address listed above. In families where divorce is present or occurs during the school year, the school will require a copy of the custody settlement agreement to have on file. The school will expect payment from the custodial parent.
10. If families have more than one child attending the All Day Preschool Program, the oldest child will receive 10% off tuition cost.
11. The person who signs this form is entering into this contract with the Early Childhood Center and becomes responsible for any and all fees incurred by the child participating in this program.

Parent signing this form is responsible for this contract.

Parent Name (Print): _____ **Date:** _____

Parent Signature: _____

OFFICE USE:	Received By: _____
SUPPLY FEE REC'D _____ (Date) ____/____/____	Check/Cash/Web
Class: Y2 O2 Y3 O3 Y4 TR	
REG Notes/Changes: _____	



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DETACH AND KEEP FOR YOUR REFERENCE

Dates to keep in mind:

1. **SUBMIT THE REGISTRATION FORM & \$40 SUPPLY FEE** to the ECC Office.
Your child's registration will not be complete until payment is received.
If your account is in arrears, your child's registration will not be complete until the balance is paid in full.
2. **SUBMIT FORMS (NEW FAMILIES ONLY)** with this form
**Download online or pick up copies outside office.*
Child Profile
Parental Release Form
Emergency Medical Release
Fire Marshall Letter
Updated Health Records
Parent Handbook Acknowledgement
** If your child attended ECC during the 2018-2019 school year, we do NOT need new forms.*
3. **BACK TO SCHOOL NIGHT**, Tuesday, 5/21/19 at 6:00 P.M.
Receive your door code
Meet the teachers.
4. **FIRST DAY OF SUMMER PROGRAMS**
All Day Program begins Tuesday, 5/28/19
Please schedule your tuition payments to begin this week.

Wednesdays are Wacky Wednesdays 6/5-7/31, except the week of VBS (Date TBD)

Each class will have Water Days scheduled each week.

Young 3's, Older 3's and Transitional Class on Tuesdays & Fridays

Younger 2's & Older 2's on Mondays &/or Thursdays

Please contact the office with questions:

Whitney Carriger: 317/575-6508, ext 19 for questions on fees

Robin Crum: 317/575-6508, ext 56 for questions on forms