

# REGISTRATION FORM

## FALL/SPRING 2019 - All Day Program

August 12, 2019 – May 22, 2020



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

6:30 A.M. – 6:00 P.M.

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

### 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

	REG/SUP FEE	ACT FEE	TUITION
<p><b>YOUNG 2's</b> _____                      16 months by 9/1/19 &amp; Walking/Eating Finger Foods                      Please Circle M T W Th F                      Full Time</p>	\$100 \$100	\$45 \$45	\$53/day \$210/week
<p><b>OLDER 2's</b> _____                      24 months by 9/1/19  <b>YOUNG 3's</b> _____                      Potty Trained not required for Young 3's                      Please Circle M T W Th F                      Full Time</p>	\$100 \$100	\$55 \$55	\$51/day \$205/week
<p><b>OLDER 3's</b> _____                      3 years &amp; Potty Trained by 9/1/19 required for Older 3's                      Please Circle M T W Th F                      Full Time</p> <p><b>YOUNG 4's</b> _____                      4 years by 9/1/19                      Please Circle M T W Th F                      Full Time</p>	\$100 \$100	\$55 \$55	\$50/day \$197/week
<p><b>TRANSITIONAL</b> _____                      Transitional class is for Older 4's &amp; Young 5's                      Please Circle M T W Th F                      Full Time</p>	\$100 \$100	\$65 \$65	\$50/day \$197/week

**FINAL PLACEMENT WILL BE DETERMINED BY THE ECC OFFICE.**

The \$100 REG/SUP FEE is due with this form to secure your child's registration for Fall.

**PLEASE READ AND SIGN THE REVERSE SIDE TO COMPLETE REGISTRATION.**

**CONTRACTUAL AGREEMENT**  
 2019-2020 School Year - 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 the 2019-2020 School Year:

1. **REGISTRATION/SUPPLY FEE DUE** with this form, and is non-refundable.
2. **TUITION DEPOSIT DUE** 5/1/19, is non-refundable and will be applied to the first week of the 2019-2020 school year
3. **ACTIVITY FEE DUE** 8/12/19 and is non-refundable.
4. **REGULAR TUITION PAYMENT DUE** by Wednesday each week beginning 8/14/19.  
 Any tuition fee received after Wednesday each week will incur a \$10 late fee,  
 Any returned payment will incur a \$20 Returned Payment Fee.
5. Registration and Prepayment fees cannot be accepted if my school account is not current
6. For every minute past 6:00p.m. that I am late picking up my child, I will incur a \$1 charge.
7. 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.
8. If my account falls in arrears, ECC will issue three warnings and then have the right to
9. immediately end this agreement and pursue collections.
10. 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.
11. Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (Aug '19– Jul '20). Daily Families will be allowed "Tuition Free Days" equal to the same number of days they are registered. To redeem these Free Days/Weeks, the office must be notified by email in advance of the days being used. Please send to [wcarriger@golove.org](mailto:wcarriger@golove.org). Families first joining in Summer will not have any free days/weeks until the start of the Fall Semester.
12. 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.
13. If families have more than one child attending the All Day Preschool Program, the oldest child will receive 10% off tuition cost.
14. 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:** \_\_\_\_\_

<b>OFFICE USE:</b>		Received By: _____				
REG/SUP FEE REC'D	_____ (Date)	___/___/___	Check/Cash/Web			
Class:	Y2	O2	Y3	O3	Y4	TR
REG Notes/Changes: _____						
_____						
_____						

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## CONTRACTUAL AGREEMENT

### 2019-2020 School Year - All Day Program

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- If my account falls in arrears, ECC will issue three warnings and then have the right to
- immediately end this agreement and pursue collections.
- 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.
- Full Time Families are charged full tuition for the week of Thanksgiving. Part Time Families are charged for the days ECC is open and their child is registered to attend.
- During the Christmas & New Year Holidays, ECC will be closed 12/24-1/1. Part Time Families are charged for the days of 12/23, 1/2 and 1/3 if their child normally attends those days. Full Time Families will be charged for 12/23, 1/2 and 1/3 at the daily rate of the class because ECC is open.
- Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (Aug '19– Jul '20). Daily Families will be allowed "Tuition Free Days" equal to the same number of days they are registered. To redeem these Free Days/Weeks, the office must be notified by email in advance of the days being used. Please send to [wcarriger@golove.org](mailto:wcarriger@golove.org). Families first joining in Summer will not have any free days/weeks until the start of the Fall Semester.
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- If families have more than one child attending the All Day Preschool Program, the oldest child will receive 10% off tuition cost.
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## DETACH AND KEEP FOR YOUR REFERENCE

### Dates to keep in mind:

1. **SUBMIT THE REGISTRATION FORM & \$100 REGISTRATION/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. **TUITION DEPOSIT** due 5/1/19, and is non-refundable. This will be applied to the first week's tuition.
3. **ACTIVITY FEE** due 8/12/19 and is non-refundable.
4. **SUBMIT FORMS (ALL)** with this form or by 5/1/19  
*\*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
5. **PARENT ORIENTATION NIGHT**, Tuesday, 7/30/19 at 6:00 P.M.  
Receive your door code  
Meet the teachers.
6. **FIRST DAY OF THE 2019-2020 SCHOOL YEAR**  
All Day Preschool Program begins Monday, 8/12/19.  
Please schedule your tuition payments to begin this week.

### CLOSURES TO KEEP IN MIND

8/5-8/9 – Fall Prep Week

9/2/19 – Labor Day

11/28 & 29 – Thanksgiving

12/24-1/1 – Christmas & New Years (Open 12/23, 1/2 & 1/3)

4/10 – Good Friday

5/25 – Memorial Day

**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