

FALL/SPRING 2018 REGISTRATION FORM

Part Day Parents' Day Out & Preschool Programs

September 4, 2018 – May 24, 2019 9:00 A.M. – 2:00 P.M.



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

CHILD INFORMATION

Name: _____ Birthdate: ____/____/____ Gender: M F

Address: _____

 Mother Name _____ Phone _____
 Email _____
 Father Name _____ Phone _____
 Email _____

Siblings Attending: _____ Primary contact / phone # in case of
 Emergency: _____

Select Class & Days Attending	Reg/Sup Fee	Activity Fee	Tuition
(Parents' Day Out) Younger 2's Class (16-25 months by 9/1/18, walking & eating finger foods) <input type="checkbox"/> Mondays <input type="checkbox"/> Tuesdays <input type="checkbox"/> Thursdays	\$100 \$100 \$100	\$35 \$35 \$35	\$90/Month \$100/Month \$100/Month
(Parents' Day Out) Older 2's Class (26-35 months by 9/1/18) <input type="checkbox"/> Mondays <input type="checkbox"/> Tuesdays <input type="checkbox"/> Thursdays	\$100 \$100 \$100	\$35 \$35 \$35	\$90/Month \$100/Month \$100/Month
Preschool 3's Class (3 years by 9/1/18 & potty trained) <input type="checkbox"/> Tuesday/Thursday <input type="checkbox"/> Optional Monday	\$100	\$55 \$15	\$205/Month \$300/Month
Preschool 4's Class (4 years by 9/1/18) <input type="checkbox"/> Monday/Tuesday/Thursday	\$100	\$65	\$300/Month
Transitional Class (4 years by 3/1/18) <input type="checkbox"/> Monday/Tuesday/Thursday	\$100	\$65	\$300/Month
Extended Day Friends (2:00 P.M.-4:00P.M., available to Preschool 3's and older) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday			\$45/Day/Month

CONTRACTUAL AGREEMENT

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

By signing this form (reverse side), I agree to the following plan for my child's tuition and fees to secure my child's spot for the 2018-2019 School Year:

- 1. REGISTRATION/SUPPLY FEE DUE** with this form, and is non-refundable.
- 2. MAY/2019 DEPOSIT DUE** 5/1/18
- 3. ACTIVITY FEE DUE** 8/1/18
- 4. REGULAR TUITION PAYMENT DUE** by the 10th of each month beginning in 9/10/18.
Any tuition fee received after the 10th of each month will incur a \$10 late fee,
Any returned payment will incur a \$20 Returned Payment Fee.
- Registration and Prepayment fees cannot be accepted if my school account is not current.
- 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.
- 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.
- 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 (signed below).
- The person signing below 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 Responsible for this Contract (See reverse side for details)

Parent Name (Print): _____

Parent Signature: _____ Date: ___/___/___

OFFICE USE:

Received By: _____ Scheduled Start Date: _____

Supply Fee Paid: \$____, (Date) ___/___/___ Web/Cash RCT _____/Check # _____

CONTRACTUAL AGREEMENT

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

By signing and submitting the registration form, I agree to the following plan for my child's tuition and fees to secure my child's spot for the 2018-2019 School Year:

1. **REGISTRATION/SUPPLY FEE DUE** with this form, and is non-refundable.
2. **MAY/2019 DEPOSIT DUE** 5/1/18
3. **ACTIVITY FEE DUE** 8/27/18
4. **REGULAR TUITION PAYMENT DUE** by the 10th of each month beginning in 9/10/18.
Any tuition fee received after the 10th of each month 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. 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.
7. If my account falls in in arrears, ECC will issue three warnings and then have the right to immediately end this agreement and pursue collections.
8. The center operates solely on the tuition fees of our families to meet our expenses.
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 (signed below).
10. The person signing the registration 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.

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DETACH AND KEEP FOR YOUR REFERENCE

Dates to keep in mind:

1. **SUBMIT THE REGISTRATION FORM & \$100 REGISTRATION 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 MAY/2019 DEPOSIT** by 5/1/18
This is the prepayment for May/2019.
3. **SUBMIT FORMS** by 7/1/18 (ALL FAMILIES) *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
3. **ACTIVITY FEE** due by 8/27/18
This can be paid by check, cash or online at golove.org/ecc and select "ECC Activity Fee"
4. **BACK TO SCHOOL NIGHT**, Monday, 8/27/18 at 6:30 P.M.
Receive your door code & Meet the teachers.
5. **FUN WITH FRIENDS DAYS**: 8/28 & 8/30
6. **FIRST DAY OF SCHOOL**
Part Day Programs begins Tuesday, 9/4/18.
Please schedule your tuition payments to begin this week.

ECC CLOSURES:

9/3 Labor Day
11/19- 11/23 Thanksgiving Break
12/24-1/4 Christmas Break
4/1-4/5 Spring Break
4/19 Good Friday
5/27 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