

SUMMER 2018 REGISTRATION FORM

All Day Neighborhood Program

May 29, 2018 – August 3, 2018 6:30 A.M. – 6:00 P.M.

ECC CLOSED 7/4 for Holiday & 8/6-8/10 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

Address: _____ Mother Name _____ Phone _____
 _____ Email _____
 _____ Father Name _____ Phone _____
 _____ Email _____

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

Tuition payments are due by Wednesday each week starting 5/30/18

Select Class & Days Attending	Supply Fee	Tuition
Young 2's Class (16-23 months by 9/1/17, walking & eating finger foods) Please Circle M T W R F Full Time	\$40 \$40	\$52/Day \$205/Week
Older 2's Class & Young 3's Class (2 years by 9/1/17 – final placement determined by office) Please Circle M T W R F Full Time	\$40 \$40	\$50/Day \$200/Week
Older 3's Class (3 years by 9/1/17 & potty trained) Please Circle M T W R F Full Time	\$40 \$40	\$48/Day \$192/Week
Transitional Class (4 years by 9/1/17) Please Circle M T W R F Full Time	\$40 \$40	\$48/Day \$192/Week

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 this form (reverse side), I agree to the following plan for my child's tuition and fees to secure my child's spot for Summer:

1. **SUMMER SUPPLY FEE DUE** with this form, and is non-refundable. This supply fee will not be applied toward tuition payments.
2. **REGULAR TUITION PAYMENT DUE** by Wednesday each week beginning 5/30/18. 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 8/6-8/10 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 the equivalent number of days they are registered to attend as their "Tuition Free Days." 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 (signed below).
10. If families have more than one child attending the Neighborhood Program, the oldest child will receive 10% off tuition cost.
11. The person signing (reverse side) 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.

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 Summer:

1. **SUMMER SUPPLY FEE DUE** with this form, and is non-refundable. This supply fee will not be applied toward tuition payments.
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11. The person who signed 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 & \$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) by 5/1/18** *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 2017-2018 school year, we do NOT need new forms.*
3. **BACK TO SCHOOL NIGHT, Thursday, 5/24/18 at 6:30 P.M.**
Receive your door code
Meet the teachers.
4. **FIRST DAY OF SUMMER PROGRAMS**
Neighborhood Program begins Tuesday, 5/29/18.
Please schedule your tuition payments to begin this week.

Wednesdays are Wacky Wednesdays 6/6-8/1, except 7/4 and 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