

# FALL/SPRING 2018 REGISTRATION FORM

## All Day Neighborhood Program

August 13, 2018 – May 24, 2019 6:30 A.M. – 6:00 P.M.

**ECC CLOSED 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: \_\_\_\_\_

Select Class & Days Attending	Reg/Sup Fee	Activity Fee	Tuition
<b>Young 2's Class</b> (16-23 months by 9/1/18, walking & eating finger foods) Please Circle M T W R F Full Time	\$100 \$100	\$35 \$35	\$52/Day \$205/Week
<b>Older 2's Class &amp; Young 3's Class</b> (2 years by 9/1/18, Final placement made by ECC Office) Please Circle M T W R F Full Time	\$100 \$100	\$45 \$45	\$50/Day \$200/Week
<b>Older 3's Class &amp; Young 4's Class</b> (3 years by 9/1/18, potty trained, Final placement made by ECC Office) Please Circle M T W R F Full Time	\$100 \$100	\$55 \$55	\$48/Day \$192/Week
<b>Transitional Class</b> (4 years by 3/1/18, Final placement made by ECC Office) Please Circle M T W R F Full Time	\$100 \$100	\$65 \$65	\$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 the 2018-2019 School Year:

1. **REGISTRATION/SUPPLY FEE DUE** with this form, and is non-refundable.
2. **REGULAR TUITION PAYMENT DUE** by Wednesday each week beginning 8/15/18.  
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 the 2018-2019 School Year:

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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 FALL DEPOSIT** by 5/1/18  
This is a tuition deposit in the amount of one full week's tuition and will be applied to the first week of the school year. (8/13-8/17)
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 8/13/18  
This can be paid by check, cash or online at [golove.org/ecc](http://golove.org/ecc) and select "ECC Activity Fee"
4. **BACK TO SCHOOL NIGHT**, Thursday, 8/2/18 at 6:30 P.M.  
Receive your door code & Meet the teachers.
5. **FIRST DAY OF SCHOOL**  
Neighborhood Program begins Monday, 8/13/18.  
Please schedule your tuition payments to begin this week.

#### ECC CLOSURES:

9/3 Labor Day  
11/22, 11/23 Thanksgiving Break  
12/24-1/1 Christmas 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