

REGISTRATION FORM

2020-2021 School Year- Part Day Program

September 8, 2020– May 28, 2021



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

9 A.M. – 2:00 P.M.

Extended Care Available until 4pm for PreK 3's and Up

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			
Parents' Day Out Younger 2's <i>16 months by 9/1/20, Walking & Eating Finger Foods</i> _____ Monday _____ Tuesday _____ Thursday	REG/SUP FEE \$100 \$100 \$100	ACT FEE \$35 \$35 \$35	TUITION \$90/Month \$100/Month \$100/Month
Parents' Day Out Older 2's <i>24 months by 9/1/20</i> _____ Monday _____ Tuesday _____ Thursday	REG/SUP FEE \$100 \$100 \$100	ACT FEE \$35 \$35 \$35	TUITION \$90/Month \$100/Month \$100/Month
PRESCHOOL 3's <i>3 Years & Potty Trained by 9/1/20</i> _____ Tuesday/Thursday _____ (Optional) Monday <i>STEM Focus</i>	REG/SUP FEE \$100 <i>No additional fee</i>	ACT FEE \$55 \$15	TUITION \$205/Month \$300/Month
PRESCHOOL 4's <i>4 Years by 9/1/20</i> _____ Monday/Tuesday/Thursday	REG/SUP FEE \$100	ACT FEE \$70	TUITION \$300/Month
TRANSITIONAL (Older 4's/Young 5's) <i>Placement Determined by Office</i> _____ Monday/Tuesday/Thursday	REG/SUP FEE \$100	ACT FEE \$70	TUITION \$300/Month
EXTENDED CARE <i>2pm-4pm available to PREK 3's and Older</i> <i>Enrollment is for the entire year</i> _____ Mon(\$50/Mo) _____ Tue(\$50/Mo) _____ Thu(\$50/Mo)	REG/SUP FEE \$0	ACT FEE \$0	TUITION Charged Monthly
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. Fees are non-refundable. PLEASE READ AND SIGN THE REVERSE SIDE TO COMPLETE REGISTRATION.			

CONTRACTUAL AGREEMENT
2020-2021 School Year - Part 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 2020-2021 School Year:

1. **REGISTRATION/SUPPLY FEE DUE** with this form and is non-refundable.
2. **DUE 5/1/20 - MAY/2021 DEPOSIT** is non-refundable and will be applied to your final tuition payment for May in 2021.
3. **DUE 9/10/20 - ACTIVITY FEE DUE** and is non-refundable
4. **REGULAR TUITION PAYMENT DUE** by the 10th of each month beginning 9/10/20.
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 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.
10. 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: _____

REG/SUP FEE REC'D _____ (Date) ____/____/____ Check/Cash/Web

Class: PDO-Y PDO-O PK3 PK4 TR

Days: M T Th

REG Notes/Changes: _____

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CONTRACTUAL AGREEMENT

2020-2021 School Year - All Day Program

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

By signing the Registration Form, you agree to the following plan for your child's tuition and fees to secure your child's registration for the 2020-2021 School Year:

1. **REGISTRATION/SUPPLY FEE DUE** with this form and is non-refundable.
2. **DUE 5/1/20 - MAY/2021 DEPOSIT** is non-refundable and will be applied to your final tuition payment for May in 2021
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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. DUE 5/1/20 - MAY/2021 DEPOSIT, non-refundable
3. SUBMIT FORMS (ALL) with this form or by 5/1/20
**Download online or pick up copies outside office.*
 - Child Profile
 - Parental Release Form
 - Emergency Medical Release
 - Fire Marshall Letter
 - Health Records & Immunizations
 - Parent Handbook Acknowledgement
4. PARENT ORIENTATION NIGHT, Monday, 8/31/20 at 6:00 P.M.
Receive your door code
Meet the teachers.
5. DUE 9/10/20 - ACTIVITY FEE, non-refundable
6. FIRST DAY OF THE 2020-2021 SCHOOL YEAR
Part Day Preschool & PDO Programs begin Tuesday, 9/8/20.
Please schedule your tuition payments to begin this week.

CLOSURES TO KEEP IN MIND

9/7 – Labor Day
11/23-27 – Thanksgiving
12/21-1/1 – Christmas & New Years
1/18 – Martin Luther King Jr. Day
2/15 – President's Day
4/2 – Good Friday
4/5-4/9 – Spring Break
5/31 – 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
ecc@golove.org