

# REGISTRATION FORM

2021-2022 School Year- Part Day Program

Tuesday, September 7, 2021– May 27, 2022

9 A.M. – 2:00 P.M.



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

## 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 - All Tuition is inclusive of a \$7/month Covid Fee to offset expenses incurred for cleaning, manpower, and equipment to maintain a healthy environment.**

	REG/SUP FEE	ACT FEE	TUITION
<b>Parents' Day Out 2's</b> 24 months by 9/1/21 (Class size 12) _____ Monday _____ Tuesday _____ Thursday (If registering for more than one day, pay one full Reg/Sup Fee + only \$50 Sup Fee for addit. Classes)	\$100 \$100 \$100	\$40 \$40 \$40	\$103/Month \$114/Month \$114/Month
<b>PRESCHOOL 3's</b> 3 Years & Potty Trained by 9/1/21 _____ Tuesday/Thursday _____ (Optional) Monday STEM Focus	\$100 No additional fee	\$60 \$15	\$234/Month \$342/Month
<b>PRESCHOOL 4's</b> 4 Years by 9/1/21 _____ Monday/Tuesday/Thursday	\$100	\$75	\$342/Month
<b>TRANSITIONAL (Older 4's/Young 5's)</b> For our Older 4's & Young 5's - Determined by Office _____ Monday/Tuesday/Thursday	\$100	\$75	\$342/Month

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

The \$100 REG/SUP FEE is due with this form and payable online at [Golove.org/ecc](http://Golove.org/ecc) to secure your child's registration for Fall. Return this form to ECC Office @ Doors#2. Fees are non-refundable.

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



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**CONTRACTUAL AGREEMENT**  
 2021-2022 School Year - Part Day Program

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 2021-2022 School Year:

1. **REGISTRATION/SUPPLY FEE \$100 to be paid online and this form left with ECC Office at Door #2.** This fee is non-refundable.
2. **DUE BY 5/1/21 – Is your MAY/2022 TUITION DEPOSIT,** non-refundable and will be applied to your final month tuition payment for May 2022. i.e. last month's rent
3. **DUE 9/10/21 - ACTIVITY FEE DUE** and is non-refundable
4. **REGULAR TUITION PAYMENT DUE** by the 10<sup>th</sup> of each month beginning 9/10/21.  
 Any tuition fee received after the 10<sup>th</sup> 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.
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:** \_\_\_\_\_

<b>OFFICE USE:</b>			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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Extended Care Available until 4pm for PreK 3's and Up

## **PARENT COPY** - CONTRACTUAL AGREEMENT 2021-2022 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 2021-2022 School Year:

- 1. REGISTRATION/SUPPLY FEE DUE by Online payment** with this form and is non-refundable.
- 2. DUE 5/1/21 is your MAY/2022 TUITION DEPOSIT**, non-refundable and will be applied to your final tuition payment for May 2022 i.e your last month's rent
- 3. DUE 9/10/21 - your ACTIVITY FEE** and is non-refundable.  
*PDO2's - \$40; PD3's - \$60; PD4's - \$75 and Transitional Class - \$75*
- 4. REGULAR TUITION PAYMENT DUE** by the 10<sup>th</sup> of each month beginning 9/10/21.  
Any tuition fee received after the 10<sup>th</sup> 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.
- 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.

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**PARENT COPY - FOR YOUR REFERENCE**

**Dates to keep in mind:**

1. **SUBMIT THE REGISTRATION FORM** to the Front Office @ Door #2 & Pay \$100 REGISTRATION/SUPPLY FEE online at [golove.org/ecc](http://golove.org/ecc)  
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 5/1/21 –Your MAY/2022 TUITION DEPOSIT**, non-refundable (like a last month's rent)  
**AND ALL FORMS BELOW** \*Download online or pick up copies outside office at Door #2.  
Child Profile  
Parental Release Form  
Emergency Medical Release  
Fire Marshall Letter  
Health Record & Immunizations  
Parent Handbook Acknowledgement
4. **NEW & NEWER PARENT ORIENTATION NIGHT**, TBA at end of August.
5. **DUE 9/10/21 - ACTIVITY FEE**, non-refundable: *PDO2's - \$40; PD3's - \$60; PD4's and Transitional - \$75*
6. **FIRST DAY OF THE 2021-2022 SCHOOL YEAR**  
Each class has a "Fun with Friends" morning (9-N00) last week of August before school starts TBA  
Part Day Preschool & PDO Programs with regular hours begin Tuesday, 9/7/21.  
Please schedule your tuition payments to begin this week.

**Please contact the office with questions:**

Whitney Carriger: [wcarriger@golove.org](mailto:wcarriger@golove.org) for questions on fees  
Robin Crum: 317/575-6508, ext 56 or [rcrum@golove.org](mailto:rcrum@golove.org) for questions on forms and availability  
[ecc@golove.org](mailto:ecc@golove.org)