

REGISTRATION FORM

FALL/SPRING 2019 - Part Day Program

September 3, 2019 – May 21, 2020



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			
<p style="text-align: center;">Parents' Day Out Younger 2's <i>16 months by 9/1/19, Walking & Eating Finger Foods</i></p> <p>____ Monday ____ Tuesday ____ Thursday</p>	REG/SUP FEE	ACT FEE	TUITION
	\$100	\$35	\$90/Month
	\$100	\$35	\$100/Month
	\$100	\$35	\$100/Month
<p style="text-align: center;">Parents' Day Out Older 2's <i>24 months by 9/1/19</i></p> <p>____ Monday ____ Tuesday ____ Thursday</p>	REG/SUP FEE	ACT FEE	TUITION
	\$100	\$35	\$90/Month
	\$100	\$35	\$100/Month
	\$100	\$35	\$100/Month
<p style="text-align: center;">PRESCHOOL 3's <i>3 Years & Potty Trained by 9/1/19</i></p> <p>____ Tuesday/Thursday ____ Optional Monday</p>	REG/SUP FEE	ACT FEE	TUITION
	\$100	\$55	\$205/Month
	\$100	\$15	\$300/Month
<p style="text-align: center;">PRESCHOOL 4's <i>4 Years by 9/1/19</i></p> <p>____ Monday/Tuesday/Thursday</p>	REG/SUP FEE	ACT FEE	TUITION
	\$100	\$65	\$300/Month
<p style="text-align: center;">TRANSITIONAL (Older 4's/Young 5's) <i>Placement Determined by Office</i></p> <p>____ Monday/Tuesday/Thursday</p>	REG/SUP FEE	ACT FEE	TUITION
	\$100	\$65	\$300/Month
<p style="text-align: center;">EXTENDED CARE <i>2pm-4pm available to PREK 3's and Older</i> <i>Enrollment is for the entire year</i></p> <p>____ Mon(\$45/Mo) ____ Tue(\$45/Mo) ____ Thu(\$45/Mo)</p>	REG/SUP FEE	ACT FEE	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
2019-2020 School Year - Part Day Program



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

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 2019-2020 School Year:

- 1. REGISTRATION/SUPPLY FEE DUE** with this form, and is non-refundable.
- 2. MAY/2020 DEPOSIT DUE** 5/1/19 is non-refundable and will be applied to your final tuition payment for May in 2020.
- 3. ACTIVITY FEE DUE** 9/10/19 and is non-refundable
- 4. REGULAR TUITION PAYMENT DUE** by the 10th of each month beginning 9/10/19.
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.
- 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: _____			

REGISTRATION FORM

FALL/SPRING 2019 - Part Day Program

September 3, 2019 – May 21, 2020

9 A.M. – 2:00 P.M.

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



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

CONTRACTUAL AGREEMENT

2019-2020 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 2019-2020 School Year:

1. **REGISTRATION/SUPPLY FEE DUE** with this form, and is non-refundable.
2. **MAY/2020 DEPOSIT DUE** 5/1/19 is non-refundable and will be applied to your final tuition payment for May in 2020.
3. **ACTIVITY FEE DUE** 9/10/19 and is non-refundable
4. **REGULAR TUITION PAYMENT DUE** by the 10th of each month beginning 9/10/19.
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.

REGISTRATION FORM

FALL/SPRING 2019 - Part Day Program

September 3, 2019 – May 21, 2020

9 A.M. – 2:00 P.M.

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



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

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. MAY/2020 DEPOSIT due 5/1/2019, non-refundable
3. ACTIVITY FEE due 9/10/19, non-refundable
4. SUBMIT FORMS (ALL) with this form or by 5/1/19
**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
5. PARENT ORIENTATION NIGHT, Tuesday, 8/27/19 at 6:00 P.M.
Receive your door code
Meet the teachers.
6. FIRST DAY OF THE 2019-2020 SCHOOL YEAR
Part Day Preschool & PDO Programs begin Tuesday, 9/3/19.
Please schedule your tuition payments to begin this week.

CLOSURES TO KEEP IN MIND

9/2 – Labor Day
11/25-29 – Thanksgiving
12/23-1/3 – Christmas & New Years
1/20 – Martin Luther King Jr. Day
2/17 – President's Day
4/6-4/10 – Spring Break
4/10 – Good Friday
5/25 – 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