

REGISTRATION FORM

2021-2022 School Year- All Day Program

August 9, 2021 – May 27, 2022

6:30 A.M. – 6:00 P.M.

ECC CLOSED 8/2/21 - 8/6/21 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

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 \$3/week Covid Fee to offset expenses incurred for cleaning, manpower, and equipment to maintain a healthy environment.

	REG/SUP FEE	ACT FEE	TUITION
<p>YOUNG 2's _____ 16 months by 9/1/21 & Walking/Eating Finger Foods Please Circle M T W Th F Full Time (class size 9 children)</p>	\$100	\$60	\$61/day \$244/week
<p>OLDER 2's _____ 24 months by 9/1/21 (class size 12 children)</p>	\$100	\$65	\$59/day \$238/week
<p>YOUNG 3's _____ Potty Trained not required for Younger 3's Please Circle M T W Th F Full Time (class size 15 children)</p>	\$100	\$65	\$59/day \$238/week
<p>OLDER 3's _____ 3 years & Potty Trained by 9/1/21 required for Older 3's Please Circle M T W Th F (class size 18 children) Full Time</p>	\$100	\$65	\$57/day \$228/week
<p>YOUNG 4's _____ 4 years by 9/1/21 Please Circle M T W Th F (class size 15 children) Full Time</p>	\$100	\$75	\$57/day \$228/week
<p>TRANSITIONAL _____ Transitional class is for Older 4's & Young 5's Please Circle M T W Th F (class size 18 children) Full Time</p>	\$100	\$75	\$57/day \$228/week

FINAL PLACEMENT WILL BE DETERMINED BY THE ECC OFFICE.

ALL CLASSES MUST MAINTAIN A MINIMAL CLASS SIZE TO BE VIABLE

The \$100 REG/SUP FEE is due with this form and payable online at Golove.org/ecc to complete your child's registration for Fall 2021 Classes. This form to be left at the School Office at Doors #2.

PLEASE READ AND SIGN THE REVERSE SIDE TO COMPLETE REGISTRATION.

CONTRACTUAL AGREEMENT
 2021-2022 School Year - All 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 2021-2022 School Year:

1. **REGISTRATION/SUPPLY FEE DUE** with this form and is non-refundable.
2. **DUE 5/1/21 - TUITION DEPOSIT**, is non-refundable and will be applied to the first week of the 2021-2022 school year – the week of August 9, 2021
3. **DUE 7/28/20 - ACTIVITY FEE** and is non-refundable.
4. **REGULAR TUITION PAYMENT DUE** by Wednesday each week beginning 8/9/21.
 Any tuition fee received after Wednesday each week 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. A Late Fee of \$5 will be imposed for any time up to the first 5 mins past 6:00p.m. And an additional charge of \$1 for every minute after that.
7. 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.
8. If my account falls in arrears, ECC will issue three warnings and then have the right to immediately end this agreement and pursue collections.
9. 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 8/3 - 8/7 and parents are NOT expected to pay tuition for this week.
10. Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (Aug '21– Jul '22). Part Time Families will be allowed "Tuition Free Days" equal to the same number of days they are registered. To redeem these Free Days/Weeks, the office must be notified by email in advance of the days being used. Please send to wcarriger@golove.org. Families first joining in Summer will not have any free days/weeks until the start of the Fall Semester.
11. 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.
12. If families have more than one child attending the All-Day Preschool Program, the oldest child will receive 10% off tuition cost.
13. 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:	Y2	O2	Y3	O3	Y4	TR
REG Notes/Changes: _____						

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PARENT COPY CONTRACTUAL AGREEMENT

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- 2. DUE 5/1/21 – ONE WEEK TUITION DEPOSIT**, is non-refundable and will be applied to the first week of the 2021-2022 school year: The week of August 9, 2021
- 3. DUE 7/28/21 - ACTIVITY FEE** and is non-refundable.
Young 2's-\$60; Older 2's-\$65; Young 3's-\$65; Older 3's-\$65; Young 4's- \$75; Trans4/5-\$75
- 4. REGULAR TUITION PAYMENT DUE** by Wednesday each week beginning 8/9/21.
Any tuition fee received after Wednesday each week 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
- For every minute past 6:00p.m. that I am late picking up my child, I will incur a \$1 charge.
- 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. If you are continuing ECC in the Fall, note that the center is closed 8/3 - 8/7 and parents are NOT expected to pay tuition for this week.
- Full Time Families are charged full tuition for the week of Thanksgiving. Part Time Families are charged for the days ECC is open and their child is registered to attend.
- During the Christmas & New Year Holidays, ECC will be closed 12/24-1/1. Part Time Families are charged for the days of 12/21, 22 & 23 if their child normally attends those days. Full Time Families will be charged the normal rate for the week of 12/21/20. No tuition charged for 12/28-1/1.
- Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (Aug '20– Jul '21). Part Time Families will be allowed "Tuition Free Days" equal to the same number of days they are registered. To redeem these Free Days/Weeks, the office must be notified by email in advance of the days being used. Please send to wcarriger@golove.org. Families first joining in Summer will not have any free days/weeks until the start of the Fall Semester.
- 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.
- If families have more than one child attending the All-Day Preschool Program, the oldest child will receive 10% off tuition cost.
- 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 & \$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 5/1/21 – ONE WEEK TUITION DEPOSIT and is non-refundable. This will be applied to the first week of Fall's tuition: the week of August 9, 2021
ALL FAMILIES ALSO SUBMIT NEW COMPLETED FORMS BELOW with this form or by 5/1/21
**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. DUE 7/28/21 - ACTIVITY FEE and is non-refundable.
Young 2's-\$60; Older 2's-\$65; Young 3's-\$65; Older 3's-\$65; Young 4's- \$75; Trans4/5-\$75
5. PARENT ORIENTATION NIGHT, TBA last week of July
Receive your door code...if those are back in use.
Meet the teachers.
6. FIRST DAY OF THE 2021-2022 SCHOOL YEAR
All Day Preschool Program begins Monday, 8/9/21.
Please schedule your tuition payments to begin the following week as you have prepaid this one.

CLOSURES TO KEEP IN MIND
8/2/21 - 8/6/21 – Fall Prep Week
9/6/21 – Labor Day

Please contact the office with questions:

Whitney Carriger: wcarriger@golove.org for questions on fees
Robin Crum: 317/575-6508, ext 56 or rcrum@golove.org for questions on forms and availability
Contact Robin, Whitney & John by group email: ecc@golove.org