

REGISTRATION FORM
 2021-2022 School Year- All Day Program
 August 30th, 2021 – May 27th, 2022
 8:00 A.M. – 4:00 P.M.



9111 Haverstick Road
 Indianapolis, IN 46240
 O: 317-575-6508
 F: 317-342-7625
 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 is inclusive of a \$3/week Covid Fee to offset expenses incurred for cleaning, manpower, and equipment to maintain a healthy environment.

Infants _____	REG/SUP FEE	ACTIVITY FEE	TUITION
3 months – 15 months by 9/1/21	\$100	\$0	\$320/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 paid upon receiving invoice to complete your child's registration for Fall 2021-2022 Classes.

PLEASE READ AND SIGN TO COMPLETE REGISTRATION.

OFFICE USE:

REG/SUPPLY FEE REC'D _____ (Date) ___/___/___

Received By: _____

Check/Cash/Web

Notes: _____

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 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. **REGULAR TUITION PAYMENT DUE** by Wednesday each week beginning 8/30/21.
Any tuition fee received after Wednesday each week will incur a \$10 late fee.
Any returned payment will incur a \$20 Returned Payment Fee.
3. All Tuition and Fees are paid by invoice and following the Click-N-Pay option.
4. Registration and Prepayment fees for the next school session cannot be accepted if my school account is not current.
5. A Late Fee of \$5 will be imposed for any time up to the first 5 minutes past 4:00 P.M. And an additional charge of \$1 for every minute after that.
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.
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.
8. Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (August '21 – July '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 ECC@golove.org 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.
10. If families have more than one child attending the All-Day Preschool Program, the oldest child will receive 10% off tuition cost.
11. 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: _____

PARENT COPY - FOR YOUR REFERENCE

1. Submit the Registration Form and you will be invoiced for the \$100 Reg/Supply Fee.
Your child's registration will not be complete until payment is received.
2. DUE IMMEDIATELY – ONE WEEK NON-REFUNDABLE TUITION DEPOSIT. This will be applied to the first week of Fall's tuition: the week of August 30, 2021
3. ALL FAMILIES ALSO SUBMIT NEW COMPLETED FORMS BELOW with this form.
Download online or pick up copies outside office.
 - Child Profile
 - Parental Release Form
 - Emergency Medical Release
 - Fire Marshall Letter
 - Parent Handbook Acknowledgement
 - Health Records & Immunizations - *To be completed by your Pediatrician*
4. FIRST DAY OF THE 2021-2022 SCHOOL YEAR
All Day Infants Preschool Program begins Monday, 8/30/21.
Please schedule your tuition payments to begin that week.

Please contact the office with questions:

Contact Robin Crum: 317-575-6508, ext 56 or rcrum@golove.org for questions on forms and availability

Contact John & Robin by group email for questions on fees or other questions
ecc@golove.org