

# REGISTRATION FORM

## SUMMER 2021 - All Day Program

June 1, 2021 – July 30, 2021

6:30 A.M. – 6:00 P.M.

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

\_\_\_\_\_ 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.*

	Summer Supply Fee Non-refundable	TUITION
<b>YOUNG 2's</b> _____ 16 months by 9/1/21 & Walking/Eating Finger Foods Please Circle for Daily M T W Th F or Full Time (Class size 9)	\$40 \$40	\$61/day \$244/week
<b>OLDER 2's</b> _____ 24 months by 9/1/21 Potty trained not required (Class size 12) <b>YOUNG 3's</b> _____ Fully Potty Trained not required for Young 3's Please Circle Daily M T W Th F or Full Time (Class Size 15)	\$40 \$40 \$40 \$40	\$59/day \$238/week \$59/day \$238/week
<b>OLDER 3's</b> _____ 3 years & Potty Trained by 9/1/21 required for Older 3's Please Circle Daily M T W Th F or Full Time (Class size 18) <b>YOUNG 4's</b> _____ 4 years by 9/1/19 (Class size 15) Please Circle Daily M T W Th F or Full Time <b>TRANSITIONAL</b> _____ Transitional class is for Older 4's & Young 5's (Class size 18) Please Circle Daily M T W Th F or Full Time	\$40 \$40 \$40 \$40 \$40 \$40	\$57/day \$228/week \$57/day \$228/week \$57/day \$228/week

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

The \$40 Summer Supply Fee is to be paid on-line at time of Summer Registration to secure your child's space for Summer and is non-refundable. This form to be dropped at ECC Office at Door#2

PLEASE READ AND SIGN THE REVERSE SIDE TO COMPLETE REGISTRATION.

**CONTRACTUAL AGREEMENT  
SUMMER 2021 - 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 Summer: All Payments are to be made online at [golove.org/ecc](http://golove.org/ecc)

1. **\$40 SUMMER SUPPLY FEE DUE** with this form and is non-refundable.
2. **REGULAR TUITION PAYMENTS DUE** by Wednesday each week beginning week of 6/1/21.  
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. Registration and Prepayment fees cannot be accepted if my school account is not current.
4. A Late Fee of \$5 will be imposed for the first 5 past 6:00p.m. And an additional charge of \$1 for every minute after that.
5. 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. If you are continuing ECC in the Fall, note that the center is closed 8/3 - 8/7/21 and parents are NOT expected to pay tuition for this week.
8. Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (August - July). Part Time Families will be allowed "Tuition Free Days" the equivalent number of days they are registered for. To redeem these Free Days/Week, email [Wcarriger@golove.org](mailto:Wcarriger@golove.org) with the days being covered. **Families first joining in Summer will not accrue 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.
12. During this time of Covid closing a classroom(s) to quarantine students and teachers is possible. Tuition will still be collected for the first two weeks. If closure goes longer tuition would be suspended until we came back to class.

**Parent(s) signing this form is responsible for this contract.**

**Parent Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

<b>OFFICE USE:</b>		Received By: _____	
SUPPLY 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 SUMMER 2021 - All Day Program

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## PARENT COPY FOR YOUR REFERENCE

### Dates to keep in mind:

1. SUBMIT THE REGISTRATION FORM to the ECC Office at Door #2 & \$40 SUMMER 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. SUBMIT FORMS BELOW (NEW FAMILIES ONLY) with this REGISTRATION FORM

*\*Download online or pick up copies outside the ECC office.*

Child Profile

Parental Release Form

Emergency Medical Release

Fire Marshall Letter

Health Record & Immunizations

Parent Handbook Acknowledgement

*\* Returning Families whose child attended ECC during the 2020-2021 school year do NOT need new forms.*

3. NEW FAMILY SUMMER ORIENTATION NIGHT, Tuesday, 5/19/20 at 6:00 P.M.

Receive your door code

Meet the teachers.

4. FIRST DAY OF SUMMER PROGRAMS

All Day Program begins Tuesday, June 1, 2021

Please schedule your tuition payments to begin this week.

Wednesdays are Wacky Wednesdays 6/9-7/28

Each class will have Water Mornings scheduled each week.

Young 3's, Older 3's and Transitional Class on Tuesdays & Fridays

Younger 2's & Older 2's on Mondays & /or Thursdays

**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; [rcrum@golove.org](mailto:rcrum@golove.org) for questions on forms

[ecc@golove.org](mailto:ecc@golove.org)