

REGISTRATION FORM

2023-2024 School Year- All Day Program

August 7th, 2023 – May 24th, 2024
7:00 A.M. – 6:00 P.M



9111 Haverstick Road
Indianapolis, IN 46240
O: 317-575-6508
F: 317-342-7625
Website: Golove.org/ecc
Email: 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: _____

REGISTRATION INFORMATION

Tuition due Wednesday of each week. A \$10 late fee will accrue on Thursday if unpaid.

INFANTS 3 mos- 15mos by 9/1/23 (class size 8) Full-Time ONLY & Class Hours – 8:00am.-4:00p.m.	REG/SUP FEE \$130	ACT FEE \$0	TUITION \$375/week
YOUNG 2'S 16 mos by 9/1/23 & Walking/Eating Finger Foods (class size 9) OLDER 2'S 24 mos by 9/1/23 (class size 12) Please Circle M T W Th F Full-Time	REG/SUP FEE \$130	ACT FEE \$80	TUITION \$73/day \$290/week
YOUNG 3'S 3 yrs by 12/31/23 (class size 15) Children that are very close to being potty trained OLDER 3'S 3 yrs by 9/1/23 (class size 18) This class requires child to be 100% potty trained Please Circle M T W Th F Full-Time	REG/SUP FEE \$130	ACT FEE \$80	TUITION \$68/day \$270/week
PRE- K 4 yrs by 9/1/23 (class size 15) PRE - K 4 yrs by 2/1/23 (class size 18) Please circle M T W Th F Full-Time	REG/SUP FEE \$130	ACT FEE \$80	TUITION \$68/day \$270/week

FINAL PLACEMENT WILL BE DETERMINED BY THE ECC OFFICE
PLEASE READ AND SIGN THE REVERSE SIDE TO COMPLETE REGISTRATION

CONTRACTUAL AGREEMENT

2023-2024 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 2023- 2024 School Year:

1. REGISTRATION/SUPPLY FEE and ACTIVITY FEE DUE within 24 hours of turning in this form and receiving invoice in Brightwheel. These fees are non-refundable.
2. **DUE 5/1/23** – TUITION DEPOSIT (one week's tuition) and is non-refundable. It will be applied to the first week of the 2023-2024 school year- the week of August 7th, 2023.
3. REGULAR TUITION PAYMENT DUE by Wednesday each week beginning 8/14/23. Any tuition fee received after Wednesday each week will incur a \$10 late fee.
4. Registration and Prepayment fees cannot be accepted if my school account is not current.
5. All Tuition and Fees are paid by invoice on your **BRIGHTWHEEL App**. Billing plans are set up under the youngest child's account.
6. Registration and Prepayment fees for the next school session cannot be accepted if my school account is not current.
7. A Late Fee of \$5 will be imposed for any late pickup time up to the first 5 minutes past the ending of your program. And an additional charge of \$1 will be charged for every minute after that.
8. 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.
9. 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.
10. The ECC is closed 7/31/23-8/4/23 and parents are NOT expected to pay tuition for this week. We are also closed for the full week of December 25th – 29th, 2023 and you are NOT expected to pay tuition for this week.
11. Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (August '23 – July '24). 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 in August..
12. 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 is sent home with child or after emailing the custodial parent at the email address listed on this form.
13. Where divorce is present or occurs during the school year, the school will require a copy of the custody agreement to have on file. The school will expect payment from the custodial parent.
14. If families have more than one child attending the All-Day Preschool Program, the oldest child(ren) will receive 10% off tuition cost.
15. 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: _____