

# REGISTRATION FORM

## 2023 SUMMER - All Day Program

May 30<sup>th</sup>, 2023- July 28<sup>th</sup>, 2023  
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*

<b>INFANTS</b> _____ 3 mos- 15mos by 9/1/23 (class size 7) <b>Full-Time ONLY &amp; Class Hours – 8:00am.-4:00p.m.</b>	<b>REG/SUP FEE</b> \$40	<b>ACT FEE</b> \$0	<b>TUITION</b> \$375/week
<b>YOUNG 2'S</b> _____ 16 mos by 9/1/23 & Walking/Eating Finger Foods (class size 9) <b>OLDER 2'S</b> _____ 24 mos by 9/1/23 (class size 12) Please Circle M T W Th F Full-Time	<b>REG/SUP FEE</b> \$40	<b>ACT FEE</b> \$20	<b>TUITION</b> \$73/day \$290/week
<b>YOUNG 3'S</b> _____ 3 yrs by 12/31/23 (class size 15) Children that are very close to being potty trained <b>OLDER 3'S</b> _____ 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	<b>REG/SUP FEE</b> \$40	<b>ACT FEE</b> \$20	<b>TUITION</b> \$68/day \$270/week
<b>PRE-K</b> _____ 4 yrs by 9/1/23 (class size 15) <b>PRE-K</b> _____ 4 yrs by 2/1/23 (class size 18) Please circle M T W Th F Full-Time	<b>REG/SUP FEE</b> \$40	<b>ACT FEE</b> \$20	<b>TUITION</b> \$68/day \$270/week

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

# CONTRACTUAL AGREEMENT

## 2023 Summer - 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 Summer 2023 Session.

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. REGULAR TUITION PAYMENT DUE by Wednesday each week beginning **5/30/23**. Any tuition fee received after Wednesday each week will incur a \$10 late fee.
3. All Tuition and Fees are paid by invoice on your *BRIGHTWHEEL App*. Billing plans are set up under the youngest child's account.
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 late pickup any time up to the first 5 minutes past 4:00 PM for Infants class and 6:00PM for Young 2's – Pre-K classes. 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. The center operates solely on the tuition fees of our families to meet our expenses.
7. Full Time Families will be allowed (1) "Tuition Free Week" per school calendar year (August 2023 – July 2024). 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](mailto:ECC@golove.org). **Families first joining in Summer will not have any free days/weeks until the start of the Fall Semester in August..**
8. 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) custodial parent at the address listed above.
9. In families 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.
10. If families have more than one child attending the All-Day Preschool Program, the oldest child(ren) 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:** \_\_\_\_\_