



Fall 2022-2023 Half-Day Registration Form and Financial Agreement

Program Dates: August 29, 2022 - June 10, 2023

Child's Name: _____ DOB: _____ Sex: M or F

Age of child as of September 1, 2022: _____ Primary language spoken: _____

Address: _____

Parent #1

Name: _____ Phone Number: _____ E-mail Address: _____

Address (if different than child): _____

Parent #2

Name: _____ Phone Number: _____ E-mail Address: _____

Address (if different than child): _____

NON-REFUNDABLE REGISTRATION FEE OF \$175 FOR NEW STUDENTS.

NON-REFUNDABLE REGISTRATION FEE OF \$80 FOR RETURNING HALF-DAY STUDENTS.

Circle Your Program Choice:

Students MUST be the age of the program you are registering for by September 1, 2022

Half-Day 2-Year-Old Program **Limited Availability**

<u>Time</u>	<u>Days of the Week</u>	<u>Monthly Tuition</u>
9:00 a.m. - 12:00 p.m.	Monday/Wednesday/Friday	\$ 480
9:00 a.m. - 12:00 p.m.	Tuesday/Thursday	\$ 320

Half-Day 3-Year-Old Program

<u>Time</u>	<u>Days of the Week</u>	<u>Monthly Tuition</u>
9:00 a.m. - 1:00 p.m.	Monday/Wednesday/Friday	\$ 480
9:00 a.m. - 1:00 p.m.	Tuesday/Thursday	\$ 320

Half-Day 4-Year-Old Program

<u>Time</u>	<u>Days of the Week</u>	<u>Monthly Tuition</u>
9:00 a.m. - 3:00 p.m.	Monday/Wednesday/Friday	\$ 720

Glen Mar Early Learning Center Half-Day Tuition Agreement 2022-2023

Registration Fee

There is a \$175.00 non-refundable registration fee for new students. An \$80 registration fee is required for returning students. Tuition is due on the first of each month. A 10% late fee will be added to your balance if payments are not received by the 5th of the month. Your child will not be able to attend beyond the end of the month unless your balance is current. The tuition cost is spread evenly over 12 months regardless of the number of school days in the month. At the time of enrollment, a half month's tuition is required if your child is not beginning immediately to hold your spot. It will be applied to your first month's tuition payment. Tuition will be prorated for the month if the student enters after the first day of the month.

Parent Initials _____

Tuition Discount

Families with more than one child enrolled in our Full-Day Program are entitled to a 10% discount on the oldest child.

Parent Initials _____

Insufficient Funds

I agree to pay a \$30 fee for any returned check, and I agree to redeem any returned check(s) with cash.

Parent Initials _____

Absences/Vacations

The center reserves a space for each child and continues to pay operating expenses. There is no deduction in tuition for absences due to illness, vacations, holidays or COVID-related closings. Please notify administrative office if your child will be absent or arriving late to the center.

Parent Initials _____

Closures/Holidays, Early Closures and Professional Development Days

Closures

Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, Winter Break (12/26-1/3), New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Easter Monday, Memorial Day, Juneteenth, and Independence Day

Early Closures

Friday, December 2, at 3 p.m.; Friday, December 23, at 3 p.m.

Professional Development Days:

Monday, August 22, through Friday, August 26, Friday, April 15.

Parent Initials _____

Overtime Charges

Parents must pick up their children at the end of their program or other designated time, if applicable. If a parent is late, a fee will be charged based on this scale: **up to fifteen minutes = \$15, fifteen to thirty minutes = \$30, thirty to forty-five minutes = \$45, forty-five minutes to 1 hour = \$60.** The late fee must be paid in the administration office on the same day it occurs. Please remember that the center closes at 6 pm. All children must be picked up and families must exit the facility by that time.

Parent Initials _____

Withdrawal

There is a 30-day written notice required prior to withdraw from the center or change in program. Tuition amounts that have already been paid will not be refunded. Students who withdraw from the program for a temporary period without paying tuition cannot be guaranteed a spot upon their return.

Parent Initials _____

Confidentially

Glen Mar ELC respects the right of each family to privacy and confidentially regarding all health, behavioral, developmental records, and information concerning their child. If your child is involved in an altercation, Glen Mar ELC will not reveal your child's identity to the parents of the other child unless we are required to by law.

Glen Mar ELC is an outreach of Glen Mar United Methodist Church. Our mission is to provide children who attend our center (infants to 5 years, regardless of race, color, national, ethnic, or religious origins) with a high-quality, licensed, affordable, and loving early preparatory experience that will help establish a firm foundation for them to thrive educationally, socially, and emotionally. We offer the children the option to attend chapel once a month where the children will have the opportunity to enjoy singing songs and learning age-appropriate stories about God. Simple prayers and or songs are done daily during snack and lunchtimes. As we encourage "Loving to Learn" and "Learning to Love" in these children, we serve the community and the future.

Parent Signature (Required) Date

Administrative Signature (Required) Date

Office Use Only: Check# _____

Date: _____ \$ _____

Initial _____

Updated 11/2021

ACS Director/Assistant Director