



Fall 2025-2026 Half-Day Registration Form and Financial Agreement

First Day of School: August 25, 2025 Final Day of School: June 12, 2026

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

Age of child as of September 1, 2024: _____ 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): _____

***New families will have a non-refundable registration fee of \$175 per child and a non-refundable half month tuition payment due at the time of registration.**

***Returning families will have a non-refundable registration fee of \$80.**

*Please circle your desired program below*** Student MUST be the age of the program you are registering for by September 1, 2025****

Half-Day 2-Year-Old Program

<u>Time</u>	<u>Days of the Week</u>	<u>Monthly Tuition</u>
9:00 a.m. – 12:00 p.m.	Monday/Wednesday/Friday	\$ 557
9:00 a.m. – 12:00 p.m.	Tuesday/Thursday	\$ 370

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	\$ 570
9:00 a.m. – 1:00 p.m.	Tuesday/Thursday	\$ 380

Half-Day 4-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	\$ 570
9:00 a.m. – 1:00 p.m.	Tuesday/Thursday	\$ 380
9:00 a.m. – 1:00 p.m.	Monday-Friday	\$ 950

Glen Mar Early Learning Center Half-Day Tuition Agreement 2025-2026

Registration Fee/Tuition

There is a non-refundable \$175.00 registration fee for new students. The tuition cost is spread evenly over 10 months regardless of the number of school days in the month. Tuition will be prorated for the month if the student enters after the first day of the month.

Parent Initials _____

Half Month Tuition Payment

The non-refundable half-month tuition payment made to secure your child’s spot may, at the ELC’s discretion, be applied to the payment of the tuition due for the final month of your child’s last contracted current contractual year at the ELC. In the event that you withdraw your child from the ELC prior to the conclusion of the current contractual year, the half-month tuition payment will not be refunded.

Parent Initials _____

Late Fee

Tuition is due on the 1st 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.

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. Therefore, there is no deduction in tuition for absences due to illness, vacations, holidays, or COVID-related closings.

Parent Initials _____

Closures/Holidays, Early Closures, and Professional Development Days

Closures

Labor Day, Thanksgiving Day, the day after Thanksgiving, Winter Break (12/24-1/2), Martin Luther King, Jr. Day, Presidents’ Day, Easter Monday, Memorial Day, Juneteenth, and Independence Day

Early Closures

Friday, December 5, at 3 p.m. and Friday, August 14 at 3:00 p.m.

Closed for Professional Development Days:

Friday, April 3rd 2026, Monday, August 17 - Friday, August 21, 2026

Other Closures

There is no deduction in tuition for closures beyond the Center’s control including but not limited to inclement weather, power disruptions, business continuity crisis, temporary travel, or other restrictions established by a government authority.

Parent Initials _____

Late Pick-Up Charges

Parents must pick up their children at the end of their program or another designated time, if applicable. If a parent is late, a fee will be charged based on this scale: **up to fifteen minutes = \$15, sixteen to thirty minutes = \$30, thirty to forty-five minutes = \$45, forty-six 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 _____

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 lunchtime. 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/Online \$ _____

Initials: _____

Updated: 11/8/2024