



Fall 2023-2024 Full-Day Registration Form and Financial Agreement

First Day of School: August 28, 2023

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

Age of child as of September 1, 2023: _____ Primary language spoken: _____

Address: _____

Parent #1

Name: _____ Phone Number: _____ Email Address: _____

Address (if different than child): _____

Parent #2

Name: _____ Phone Number: _____ Email Address: _____

Address (if different than child): _____

***New families will have a non-refundable registration fee of \$175 and a non-refundable half-month tuition payment which will be applied to your first month's tuition.**

Please circle your desired program below

<u>Age Group</u>	<u>Monthly Tuition</u>	<u>Duration</u>	<u>Time</u>
Infants & Toddlers	6 weeks - 24 months	\$1,965	Monday-Friday 7 am-6 pm
2-Year-Old Program	Must be 2 by 9/1/23	\$1,655	Monday-Friday 7 am-6 pm
3-Year-Old Program	Must be 3 by 9/1/23	\$1,410	Monday-Friday 7 am-6 pm
4-Year-Old Program	Must be 4 by 9/1/23	\$1,410	Monday-Friday 7 am-6 pm

***** Students MUST be the age of the program you are registering for by September 1, 2023. *****

Glen Mar Early Learning Center Full-Day Tuition Agreement 2023-2024

Registration Fee

There is a \$175.00 non-refundable registration fee for new students. Tuition is due on the first of each month. 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 _____

Late Fee

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. There is no deduction in tuition for absences due to illness, vacations, holidays, or COVID-related closings. Please notify the 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 (12/25-1/1), New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Easter Monday, Memorial Day, Juneteenth, and Independence Day

Early Closures

Friday, December 1, at 3 p.m.; Friday, December 22, at 3 p.m. and Friday, August 16, at 3:00 p.m.

Professional Development Days:

Monday, August 19 - Friday, August 23, and Friday, March 29.

Other Closures

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

Parent Initials _____

Later 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, 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 withdrawing from the center or a change in your chosen 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 _____

Confidentiality

Glen Mar ELC respects the right of each family to privacy and confidentiality regarding all health, behavioral, and 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.

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