



Fall 2024-2025 Half-Day Registration Form and Financial Agreement

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 and a non-refundable half-month tuition payment which will be applied to your first month's tuition.**

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

*Please circle your desired program below*** Students MUST be the age of the program you are registering for by September 1, 2024****

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	\$ 530
9:00 a.m. - 12:00 p.m.	Tuesday/Thursday	\$ 352

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	\$ 530
9:00 a.m. - 1:00 p.m.	Tuesday/Thursday	\$ 352

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	\$ 792
9:00 a.m. - 1:00 p.m.	Monday/Wednesday/Friday	\$ 530
9:00 a.m. - 3:00 p.m.	Tuesday/Thursday	\$ 530
9:00 a.m. - 1:00 p.m.	Tuesday/Thursday	\$ 352

Glen Mar Early Learning Center Half-Day Tuition Agreement 2024-2025

Registration Fee

There is a \$175.00 non-refundable registration fee for new students. Or a non-refundable \$80 registration fee for returning students. Tuition is due on the first of each month. The tuition cost is spread evenly over 10 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 (12/24-1/1) New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Easter Monday, Memorial Day, Juneteenth, and Independence Day

Early Closures

Wednesday, November 27, Friday, December 6, at 3 p.m. and Friday, August 15 at 3:00 p.m.

Closed for Professional Development Days:

Friday, April 18th. Monday, August 18 - Friday, August 22, 2025

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-one 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.

Parent Initials _____

Withdrawal

There is a 30-day written notice required **prior** to withdrawing from the center or changing the 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. Program Change Forms will not be accepted after April 30th.

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

Office Use Only: Check/Online

\$ _____ Initials: _____

Updated 01/9/2022