



## Fall 2023-2024 Half-Day Registration Form and Financial Agreement

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: \_\_\_\_\_ 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*

### 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	\$ 505
9:00 a.m. - 12:00 p.m.	Tuesday/Thursday	\$ 335

### 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	\$ 505
9:00 a.m. - 1:00 p.m.	Tuesday/Thursday	\$ 335

### 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	\$ 755
9:00 a.m. - 3:00 p.m.	Tuesday/Thursday	\$ 505

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

**Glen Mar Early Learning Center Half-Day Tuition Agreement 2023-2024**

**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 5<sup>th</sup> 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:**

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

**Other Closure**

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** \_\_\_\_\_

**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. Remember 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 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.

**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