

**Grace Day Care Registration**

Child's name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date Enrolled \_\_\_\_\_ Start Date \_\_\_\_\_ Registration Fee\* \_\_\_\_\_ Tuition Fee\* \_\_\_\_\_

Age \_\_\_\_\_ Key Fob # \_\_\_\_\_ Birth Certificate Verification \_\_\_\_\_ Gender \_\_\_\_\_

Day Care Schedule

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Arrival time \_\_\_\_\_ Pick up Time \_\_\_\_\_

Readiness Schedule

M W F am \_\_\_\_\_ M W F pm \_\_\_\_\_ T TH am \_\_\_\_\_

\*Tuition and Registration fees are subject to change.

Names, Addresses & Phone Numbers of Individuals Authorized to Pick Up Children:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_



Fees are payable on Monday of each week. If paying cash please have the correct amount, give it to a staff member, and wait for a temporary receipt. Our bookkeeper will do a computer receipt on either Monday or Friday.

**If payment is not made for the current week, a \$20.00 late fee will be added to the weekly fee on Friday. If payments fall 2 weeks behind your child will not be admitted on the Tuesday of the second week until the account is paid in full. Your account is considered 2 weeks behind on Tuesday of the second week. In addition, any accounts not paid in full will incur a \$ 20.00 late fee each week the account is not paid in full. If collection is necessary, Grace Day Care's attorney fees shall be recoverable.** Parent's Initials: \_\_\_\_\_

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If a check is returned for insufficient funds, a \$25.00 charge will be assessed. All future tuition payments will only be accepted in the form of cash or money order.

Grace Day Care hours: 6:30 am-5:30 pm. A late fee of \$1.00 per minute will be charged when a child is picked up after 5:30 pm. This fee is payable directly to the closing teacher in cash at time of pick up.

The annual Registration Fee is non-refundable. Registrations are due every August.

Grace Day Care will be closed on the following holidays, however, the regular weekly fee will be charged: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

If a holiday falls on Saturday, we will be closed on Friday; if a holiday falls on Sunday, we will be closed on Monday. If we experience extremely low enrollment during other holidays we will consider closing or closing early. We will need at least 8 students in order to remain open.

Regular tuition is due regardless of attendance or holiday.

A two (2) week written withdrawal notice is required when removing your child from the Day Care. If proper notice is not received, your account will be charged accordingly.

Any changes in this agreement must be approved by the Director.

I fully understand the above policies, and agree to abide by them.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_