

# GRACE DAY CARE

## REGISTRATION FORM

CHILD'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

DATE ENROLLED \_\_\_\_\_ REGISTRATION FEE\* \_\_\_\_\_

DATE TO START \_\_\_\_\_ TUITION FEE \* \_\_\_\_\_

FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_ KINDERGARTNER \_\_\_\_\_ OTHER \_\_\_\_\_

MORNING ARRIVAL TIME \_\_\_\_\_ EVENING DEPARTURE \_\_\_\_\_

\*Tuition and Registration Fees are subject to change.

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NAMES, ADDRESSES & PHONE NUMBERS OF PERSONS AUTHORIZED TO PICK UP CHILD:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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Fees are payable on the first day of each week. If paying by cash, please have the correct amount. We will expect your account to be kept up to date. If payment is not made for the current week, a \$20.00 late fee will be added to the weekly fee.

Payment is due each week whether or not your child is in attendance.

If tuition payment falls in arrears, then the current week's fee must be paid, plus a minimum of \$25.00 on the balance each week thereafter until the balance is paid.

If a check is returned for insufficient funds, a \$25.00 charge will be assessed.

REGISTRATION, cont'd.

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

If a holiday falls on Saturday, we are closed Friday; if a holiday falls on Sunday, we are closed Monday.

Day Care hours: 6:30 a.m. -5:30 p.m.. A late fee of \$1.00 per minute will be charged when a child is picked up after 5:30.

The annual Registration Fee is non-refundable.

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

I fully understand the above arrangements and agree to abide by the Day Care policies.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_