



# Learning Center

At Orchard Park Presbyterian Church

## REGISTRATION FORM 2022-2023

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Gender: M  F

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Primary Contact?

Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Primary Contact?

How did you hear about our program? \_\_\_\_\_

Do you have a church home? Yes  No  If yes, where? \_\_\_\_\_

**Please give your first and second choice: All classes meet from 9am-2:15pm**

Please use one form per child

**Teddy Bears** (2 year olds)

Age 2 by August 1

T/F \_\_\_\_\_

Tuition: \$255/month / Supply Fee: \$100 one-time

M/W/Th \_\_\_\_\_

Tuition: \$360/month / Supply Fee: \$125 one-time

**Pups** (3 year olds)

Age 3 by August 1

**MUST BE POTTY TRAINED**

T/F \_\_\_\_\_

Tuition: \$230/month / Supply Fee: \$100 one-time

M/W/Th \_\_\_\_\_

Tuition: \$335/month / Supply Fee: \$125 one-time

**Owls** (4 and 5 year olds)

Age 4 by August 1

M/T/W/Th \_\_\_\_\_

Tuition: \$435/month / Supply Fee: \$150 one-time

M/T/Th/F \_\_\_\_\_

Tuition: \$435/month / Supply Fee: \$150 one-time

**FEES DUE AT REGISTRATION:** There is a \$50 Registration Fee per family and a \$100 Building Fee per family. Both fees are nonrefundable and are due at the time of registration. Make check payable to **OPLC** and put your child's name in the memo line.

**Please complete both sides of this form!**

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

OVER



OFFICE USE ONLY

Check Number \_\_\_\_\_ Cash \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_

## ***FINANCIAL AND ENROLLMENT AGREEMENT 2022-2023***

**Please initial each section listed below, then sign and date at the bottom:**

- \_\_\_\_\_ There is a \$50 nonrefundable REGISTRATION FEE per family that is due at the time of registration.
- \_\_\_\_\_ There is a \$100 nonrefundable BUILDING FEE per family that is due at the time of registration.
- \_\_\_\_\_ There is a one-time non-refundable SUPPLY FEE that is due by May 1, 2022. The fee ranges from \$100 for two days a week to \$150 for four days a week.
- \_\_\_\_\_ May, 2023 TUITION is due by May 1, 2022. The fee is non-refundable upon withdrawal, unless the child's spot is subsequently filled by another enrollment.
- \_\_\_\_\_ Tuition is figured for the year and divided into 9 equal installments.
- \_\_\_\_\_ Tuition is due at the first of the month beginning in September. Payments received after the 15<sup>th</sup> of the month will be assessed a \$10 late fee unless prior arrangements have been made with the Director.
- \_\_\_\_\_ Tuition **will not** be refunded for days absent due to illness, vacations, snow days or other reasons.
- \_\_\_\_\_ If withdrawing from the program for any reason, written notification must be submitted to the Director at least two weeks in advance.
- \_\_\_\_\_ I understand that I will be notified should my child become ill during the day and that I will pick up my child promptly. I will follow the procedures outlined in the Parent Handbook for bringing my child to school following an illness.
- \_\_\_\_\_ The Learning Center follows Carmel Clay School calendar for major holidays.
- \_\_\_\_\_ The Learning Center follows Carmel Clay School system for closures and delays in the event of inclement weather. A 2-hour delay will result in the preschool beginning at 10:30am.
- \_\_\_\_\_ I give permission for photos to be taken of my child and published on the website and other social media without name attached.
- \_\_\_\_\_ I give permission for photos to be taken of my child and used on bulletin boards within the school, in newsletters, and emailed/texted to me and other parents in my child's class.
- \_\_\_\_\_ You may provide my contact information to other parents within the Learning Center.

This agreement has been read, and it is understood that this agreement is not subject to cancellation except by mutual agreement and by consent of Orchard Park Learning Center.

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

\_\_\_\_\_  
Date