

St. Michael Childcare Toddler Program Registration Form School Year 2018-2019

Date: _____

Child Last Name	First Name	DOB
Mother/Guardian Name	Father/Guardian Name	
Address	Address	
City, State, Zip	City, State, Zip	
Home phone	Work Phone	Home Phone
Cell Phone or Pager	Cell Phone or Pager	
E-mail (Address is used for billing information and communication purposes.)	E-mail (Address is used for billing information and communication purposes.)	

Attendance Agreement

The attendance agreement form on the reverse side of this form lists the options for attending St. Michael Childcare Toddler Program. Please review the table on the reverse side of this page for your selections. Once your plan is chosen and you have signed your agreement, you will be responsible to pay the weekly childcare fees associated with the selections you have indicated. If your child is absent one or more days in any given week due to appointment, illness, or other various reasons, your weekly childcare payment will remain the same. Please give the childcare director 2 weeks notice of any attendance agreement changes. Changes to your agreement will require a new attendance agreement form. **Parents must complete a "Change of Attendance Agreement" form before your child's attendance status will be updated.** It may take up to two weeks for all changes to be applied.

Pre-arranged Vacation Days:

During the school year the childcare center offers 5 free pre-arranged vacation days from their regular weekly schedule for each child. Parents/Guardians must make arrangements for the vacation days at least 2 weeks in advance. You will not be billed your weekly attendance fee for these pre-arranged vacation days. Vacation days may not be applied to days your child is absent due to illness.

Holiday Closures:

The childcare center will be closed on the following holidays:

July 4, 2018- Independence Day, **August 13 - August 17, 2018, September 3, 2018** - Labor Day, **November 22 & 23, 2018** - Thanksgiving Day and the day after, **December 24, 2018 - January 4, 2019** (week includes Christmas Eve, Christmas Day, New Year's Eve, New Years Day), **January 21, 2019**- Martin Luther King Day, **April 19, 2019** - Good Friday, **May 27, 2019** - Memorial Day

I have selected the day(s) and session(s) my child will be attending St. Michael Childcare Center. I understand that I will be billed a minimum weekly fee equal to the selections made on the reverse side of this page.

Parent/Guardian Signature

Date

Please return one yearly registration form per child along with a family registration fee of \$75.00. Please see backside of this form for attendance agreement.

Toddler Attendance Agreement: Please indicate below the days in which your child(ren) will be attending St. Michael Childcare Center. The number of days chosen under the selected column is the minimum amount you will be billed on a weekly basis.

- **NOTE: The program is limited to having up to 15 children in the classroom.**
- **NOTE: Families choosing to utilize the program full time (4-5 day attendance) may be preferred.**

Program description	Cost Per Session	
	<u>1,2,3 days/week</u>	<u>4-5 days/week</u>
Part Day - (Circle day(s) under appropriate column) Less than 5 1/2 hours/day 1st Child 2nd Child	M T W TH F \$36.00 \$35.00	M T W TH F \$31.00 \$30.00
Full Day - (Circle day(s) under appropriate column) More than 5 1/2 hours/day 1st Child 2nd Child	M T W TH F \$46.00 \$45.00	M T W TH F \$41.00 \$40.00

Childcare Provides:

Breakfast, snack, wipes, vitamin D milk, daily activities and art supplies are included in the daily attendance cost and registration fee.

Parents must Provide:

Parents must provide a packed lunch, diapers/pull-ups, several changes of clothes, and Velcro walking shoes, Keens, or crocs for their children. No sandals, flip-flops, backless shoes, or lace up shoes please. Thank you.