

ST. MICHAEL CHILDCARE SUMMER PROGRAM
REGISTRATION FORM
2019

Date: _____

Child Last Name	First Name	Grade	DOB
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T-Shirts: One t-shirt per child is included in the registration fee. Please indicate your child's size preference below. Additional T-shirts may be purchased for \$10.00.

Children Size: S___ M___ L___ XL___
Adult Size: S___ M___ L___ XL___ XXL___

Mother/Guardian Name

Father/Guardian Name

Address

Address

City, State, Zip

City, State, Zip

Primary Phone

Work Phone

Primary Phone

Work Phone

Cell Phone or Pager

Cell Phone

E-mail (Address is used for billing information and communication purposes.)

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Attendance Agreement

The attendance agreement form on the reverse side of this form lists the options for attending St. Michael Childcare Center. 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 summer the childcare center offers 5 FREE pre-arranged vacation days from their regular weekly schedule for each child. Parents/Guardians must decide 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.

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 this registration form (one per child) to Childcare Staff along with a family registration fee of \$35.00 by Friday, May 10, 2019.

Summer Program 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.**

Summer Program requires each child be enrolled for a minimum of 2 days per week.

Program Description	Cost Per Session
Morning Only - (Circle day(s) your child will attend our Summer Program) <div style="text-align: right;">Less than 5 1/2 hours/day</div> <div style="text-align: right;">1st Child</div> <div style="text-align: right;">2nd Child</div>	M T W T H F
 <div style="text-align: right;">Less than 5 1/2 hours/day</div> <div style="text-align: right;">1st Child</div> <div style="text-align: right;">2nd Child</div>	
Afternoon Only - (Circle day(s) your child will attend our Summer Program) <div style="text-align: right;">Less than 5 1/2 hours/day</div> <div style="text-align: right;">1st Child</div> <div style="text-align: right;">2nd Child</div>	M T W T H F
 <div style="text-align: right;">Less than 5 1/2 hours/day</div> <div style="text-align: right;">1st Child</div> <div style="text-align: right;">2nd Child</div>	
Full Day - (Circle day(s) your child will attend our Summer Program) <div style="text-align: right;">More than 5 1/2 hours/day</div> <div style="text-align: right;">1st Child</div> <div style="text-align: right;">2nd Child</div>	M T W T H F
 <div style="text-align: right;">More than 5 1/2 hours/day</div> <div style="text-align: right;">1st Child</div> <div style="text-align: right;">2nd Child</div>	
Drop In Rate <div style="text-align: right;">Half Day (Less than 5 1/2 hours/day)</div> <div style="text-align: right;">Full Day (More than 5 1/2 hours/day)</div>	M T W T H F

What is the approximate time you will be dropping off your child each day: _____

What is the approximate time you will be picking your child up each day: _____

Additional Fees:

Registration Fee:

A \$35.00 non refundable registration fee is due with registration. One T-shirt per child is included in fee. Additional T-shirts may be purchased for \$10.00

Field Trip Fees:

There will be minimal transportation and admission fees associated with the fieldtrips your child attends. Costs and information will be communicated prior to fieldtrips.

No Call, No Show Fee:

If a family fails to contact St. Michael Childcare regarding a child's absence, an additional fee of \$7.00 will be charged IN ADDITION to your standard weekly attendance fee.

Late Pick Up Fee:

St. Michael Childcare Center closes at 6:00pm. Children must be picked up no later than 6:00pm. There will be a charge of \$1.00 per minute, per child after 6:00pm. If parents/guardians have not arrived by 6:05pm, staff will begin calling parents/guardians. If parents/guardians cannot be contacted and have not arrived by 6:10pm staff will begin calling names listed on the Emergency Card, and ask emergency contacts to pick up the child(ren). **Repetitive late pick up may result in termination from the program.**