



# St. Michael Childcare Registration Form

## School Year 2019-20120

Date: \_\_\_\_\_

Child Last Name	Child First Name	Grade/Preschool Session	DOB
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School Child Attends:  
 St. Michael School \_\_\_\_\_ Grand Ledge Public School \_\_\_\_\_

Party(s) responsible for payment	
Mother/Guardian Name	Father/Guardian Name
Address	Address
City, State Zip	City, State Zip
Primary phone number	Primary phone number
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 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 school year the childcare center offers 5 pre-arranged vacation days that are free of charge 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, 2019**- Independence Day, **August 12, 2019-August 16,2019**, **September 2, 2019** - Labor Day, **November 28 & 29, 2019** - Thanksgiving Day and the day after, **December 24, 2019 - January 1, 2020** (week includes Christmas Eve, Christmas Day, New Years Eve, New Years Day), **April 19, 2020** - Good Friday, **May 25, 2020** - 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
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***Please return one registration form per child along with a family registration fee of \$40.00. Please fill out the attendance schedule on the back side of this page.***

**St, Michael Childcare — School Year Attendance Agreement:**

Please circle the day(s) in each session that your child will be attending the St. Michael Childcare Center.

***Once your attendance 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. An attendance change form must be completed to adjust all schedules.***

Session description	Drop In Rate	Cost Per Session
<b>Before School- (Circle day(s) your child will attend childcare)</b> 7:00am to 8:30am  1st Child 2nd Child  Drop In Rate	\$12.00	<b>M T W T H F</b>  \$9.00 \$8.00
<b>AM Childcare- (Circle day(s) your child will attend childcare)</b> 7:00am to 12:30pm  1st Child 2nd Child  Drop In Rate	\$26.00	<b>M T W T H F</b>  \$22.00 \$21.00
<b>PM Childcare- (Circle day(s) your child will attend childcare)</b> 11:30am to 6:00pm  1st Child 2nd Child  Drop In Rate	\$28.00	<b>M T W T H F</b>  \$22.00 \$21.00
<b>After School- (Circle day(s) your child will attend childcare)</b> 3:20pm to 6:00pm  1st Child 2nd Child  Drop In Rate	\$12.00	<b>M T W T H F</b>  \$9.00 \$8.00
<b>2 hour delays/Early release/School Closures/Sign-up Day– Families must be registered in childcare to use the childcare during school closures.</b>  1st Child 2nd Child  Sign-up Day Full Day		<b>M T W T H F</b>  \$10.00 \$9.00  \$30.00
<b>Full Day- (Circle day(s) your child will attend childcare)</b>  1st Child 2nd Child  Drop In Rate	\$37.00	<b>M T W T H F</b>  \$30.00 \$28.00