

# St. Michael Childcare Registration Form

## School Year 2018-2019

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

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Child Last Name	First Name	Grade/Preschool Session	DOB
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School Child Attends:

St. Michael School \_\_\_\_\_

Grand Ledge Public School \_\_\_\_\_

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Mother/Guardian Name

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Father/Guardian Name

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Address

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Address

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City, State, Zip

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City, State, Zip

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Home phone

Work Phone

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Home Phone

Work Phone

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Cell Phone or Pager

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Cell Phone or Pager

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

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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, 2018 - Independence Day, August 13, 2018-August 17, 2018, September 3, 2018 - Labor Day, November 22 & 23, 2018 - Thanksgiving Day and the day after, December 24, 2018 - January 2, 2019 (week includes Christmas Eve, Christmas Day, New Years 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.

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Parent/Guardian Signature

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Date

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.

**School Year Attendance Agreement:** Please indicate below the days in which your child 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

Program description	Drop In Rate	Cost Per Session	
		<u>1-2 days/week</u>	<u>3-4-5 days/week</u>
<b>Before School- (Circle day(s) under appropriate column)</b> 7:00am to 8:30am  1st Child 2nd Child Drop In Rate	\$11.00	M T W TH F  \$9.00 \$8.00	M T W TH F  \$8.00 \$7.00
<b>AM Childcare- (Circle day(s) under appropriate column)</b> 7:00am to 12:30pm  1st Child 2nd Child Drop In Rate	\$25.00	M T W TH F  \$22.00 \$21.00	M T W TH F  \$20.00 \$19.00
<b>PM Childcare- (Circle day(s) under appropriate column)</b> 11:30am to 6:00pm  1st Child 2nd Child Drop In Rate	\$27.00	M T W TH F  \$22.00 \$21.00	M T W TH F  \$20.00 \$19.00
<b>After School- (Circle day(s) under appropriate column)</b> 3:20pm to 6:00pm  1st Child 2nd Child Drop In Rate	\$11.00	M T W TH F  \$9.00 \$8.00	M T W TH F  \$8.00 \$7.00
<b>Weather Delays/School Closures/Sign-up Day- (Circle day(s) under appropriate column)</b> 8:30am to 10:30am  1st Child 2nd Child Drop In Rate  10:40 to 11:30 Drop In Rate  Sign-up Day Full Day Drop In Rate	NA  NA  NA	M T W TH F  \$9.00 \$8.00  \$5.00  \$28.00	M T W TH F  \$8.00 \$7.00  \$5.00  \$28.00
<b>Full Day- (Circle day(s) under appropriate column)</b>  1st Child 2nd Child Drop In Rate	\$36.00	M T W TH F  \$31.00 \$29.00	M T W TH F  \$28.00 \$26.00