



St. Michael Toddler Program

Registration Form

School Year 2019-20120

Date: _____

Child Last Name	Child First Name	Grade/Preschool Session	DOB
<hr/> Party(s) responsible for payment		<hr/> Father/Guardian Name	
<hr/> Mother/Guardian Name		<hr/> Address	
<hr/> Address		<hr/> City, State Zip	
<hr/> City, State Zip		<hr/> Primary phone number	
<hr/> Primary phone number		<hr/> E-mail (Address is used for billing information and communication purposes.)	
<hr/> E-mail (Address is used for billing information and communication purposes.)		<hr/> 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

Please return one registration form per child along with a family registration fee of \$75.00. Please fill out the attendance schedule on the back side of this page.

TODDLER 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.

- **NOTE: The program is limited to a maximum of 12 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
Part Day - (Circle day(s) your child will attend the center) <div style="text-align: right;">Less than 5 1/2 hours/day</div> <div style="text-align: right;">1st Child</div>	M T W TH F <div style="text-align: right;">\$36.00</div> <div style="text-align: right;">\$35.00</div>
Full Day - (Circle day(s) your child will attend the center) <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 TH F <div style="text-align: right;">\$46.00</div> <div style="text-align: right;">\$45.00</div>

Toddler Program 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.