



## PRE-SCHOOL REGISTRATION CONTRACT

Please complete and sign front and back of form

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
Mother's Cell Phone

\_\_\_\_\_  
Father's Cell Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Mother's Email Address

\_\_\_\_\_  
Father's Email Address

\_\_\_\_\_  
School District

\_\_\_\_\_  
Catholic Yes/No (If Yes, Parish Name)

Allergies/Medical Conditions: \_\_\_\_\_ Epi Pen:  Yes  No  
(Additional forms signed by a licensed medical provider, will need to be submitted to the Main Office)

Referred By: \_\_\_\_\_

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### Preschool Hours 9:30AM-12:30PM/ PLEASE CIRCLE ONE OPTION ONLY

(If choosing Four Day option, please circle days needed. Must be consecutive days)

(A) PreK3 M/W/F

(B) PreK3 TU/W/TH

(C) PreK3 Four Days M TU W TH F

(D) PreK3 MON-FRI

(E) PreK4 MON-FRI

(F) PreK 4 Four Days M TU W TH F

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**Extended Daycare Services Needed** (Beyond the Preschool hours):    **YES**            **NO**

If YES, please complete Extended Care Services Form

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**\$100 Non Refundable Registration Fee due at time of enrollment.** Payment can be made my cash, check made out to St. Lawrence O'Toole ECLC or online using the link below  
[wesharegiving.org/App/Form/e4c343af-52ee-402a-b0d7-4fbaf4cb70ac](https://wesharegiving.org/App/Form/e4c343af-52ee-402a-b0d7-4fbaf4cb70ac).

Your first tuition payment is due on August 1, 2024.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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Please read and initial each registration requirement below. Sign and date at the bottom.

\_\_\_\_\_ Tuition payments are due on the first of each month beginning August 1 and ending May 1.

\_\_\_\_\_ There will be a **\$40 late fee** for any late tuition payment beyond 30 days.

\_\_\_\_\_ A written 30 day notice, along with a \$50 fee is required if you are going to withdraw your child from the program for any reason. **There is NO refund of any tuition paid.**

\_\_\_\_\_ There will be NO refund of tuition payments up to 5 days for non-weather related emergency closures.

\_\_\_\_\_ NYS OCFS does not require ECLC to make up or reimburse for days or hours of care lost for weather related closures or delays.

\_\_\_\_\_ Any late pickup 15 minutes to under one hour past your child's scheduled pickup time without prior notice, will incur a \$15 fee to your next tuition payment, in addition to the hourly Drop In Rate for student care time.

\_\_\_\_\_ Any late pickup past one hour from your child's scheduled pickup time without notice will incur a \$30 fee to your next tuition payment in addition to the hourly Drop In Rate for student care time.

\_\_\_\_\_ There will be a \$30 service fee for any changes in schedule/tuition rates after September 15<sup>th</sup>.

\_\_\_\_\_ Students must be toilet trained to enter the program. The Toileting Agreement attached has been read and signed.

I have read and agreed to all of the above registration requirements:

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Office Use Only:**

ANNUAL TUITION AMOUNT: \_\_\_\_\_ CASH/WS/CK# \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Monthly Payment Amount: \_\_\_\_\_ (10 payments beginning 8/1 and ending on 5/1)