



PRESCHOOL 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/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)

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

(If choosing Four Day option, please note Monday-Thursday OR Tuesday-Friday)

(A) PreK 3 MON-FRI (B) PreK 3 Four Days _____ (C) PreK 3 MON/WED/FRI

(D) PreK 4 MON-FRI (E) PreK 4 Four Days _____

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Extended Daycare Services: NO _____ YES _____ If yes, please circle section days needed)

Lunch Bunch 12:30- 2:30PM Morning Care 7:30-9:30AM _____ After Care 2:30-5:30PM _____
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For Morning Care and After Care, please complete attached Extended Day Services Form

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\$100 Non Refundable Registration Fee due at time of enrollment. Payment can be made by cash, check made out to St. Lawrence O'Toole ECLC or online using at www.wesharegiving.org (select Tuition ECLC)
Your first tuition payment is due on August 1, 2024.

Parent/Guardian Signature

Date

RE-SCHOOL REGISTRATION CONTRACT

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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.

_____ The Toileting Policy for your age group is attached, has been read, agreed to and signed.

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

Parent/Guardian Signature

Date

Office Use Only:

PRESCHOOL TUITION: _____ EXTENDED CARE: _____ MONTHLY RATE: _____

REG FEE: _____ CASH/WS/CK# _____ Date: _____ Staff Initials: _____