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Registration Application and Financial Contract 2022-23

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **New Contract Yearly Update Change of schedule (front page only)**

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Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male\_\_\_ Female\_\_\_

D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age on Start date: \_\_\_\_\_\_\_\_\_\_

Parent’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Begin Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$50 Registration Fee (non-refundable):  **Please include the registration fee with this contract**. Your child’s spot will be held, upon availability, for up to one month prior to start date with registration fee. Without registration fee, your child will be place on our waitlist.

TUITION SCHEDULE *(tuition charges are monthly except overlap, please circle)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Enrollment | Monthly Tuition | Enrollment | K-2 | Additional Fees |  |
| Full Day 4-5 days | $600 | **After school 4-5 days** | $175 | **Materials (upon enrollment, Oct, Feb & June)** | $50/trimester |
| Full Day 3 days | $400 | **After school 3 days** | $105 |
| Full Day 2 days | $285 | **Afterschool 1-2 days** | $70 |  |  |
| Half Day 4-5 days | $335 |  |  |  |  |
| Half Days 3 days | $220 | **School-age drop in** | $35/$19/15 | **Registration**  (one-time fee) | $50 |
| Half Days 2 days | $155 |  |  |

*Contracted after school schedules include 1/2 days when school is closed. Extra care fee applies for full day of care.*

*School-age drop-in care for siblings only and complete file is required.*

CHILDCARE NEEDS (please mark all that apply)

Full Day \_\_\_\_\_\_\_ Half Day AM \_\_\_\_\_\_ Half Day PM \_\_\_\_\_\_\_

Afterschool\_\_\_\_\_ School-Age Drop-in \_\_\_\_\_\_\_\_

*Monday \_\_\_\_\_ Tuesday \_\_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_*

Tuition and fees will be paid by (Circle One):

Parent/Guardian Best Beginnings Scholarship (copay amt) \_\_\_\_\_\_\_\_\_\_\_

In-House Scholarship (amt): \_\_\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Add the registration fee to the first month’s billing statement

Billing Statements are generated through Brightwheel, our management system, and sent directly to your email.

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

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

|  |
| --- |
| Date received \_\_\_\_\_\_\_\_\_\_\_\_\_ Registration fee paid \_\_\_\_\_\_\_\_\_\_\_\_\_ Waitlist\_\_\_\_\_\_\_\_\_\_\_ Fall Enrollment\_\_\_\_\_\_\_\_\_\_\_ Immediate Enrollment\_\_\_\_\_\_\_\_\_\_\_\_ |

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Please initial each statement. Initials indicate agreement with all terms in the Enrollment and Billing Policy.

1. Enrollment paperwork, immunizations, and first month’s payment will be completed, signed and provided \_\_\_\_\_

BEFORE/ON child’s first day of attendance.

1. Space will not be held without registration fee payment. \_\_\_\_\_
2. Child will *only* attend according to the days contracted unless approved by the Director/Manager. \_\_\_\_\_

Additional fees will be added to the following month’s bill for any additional days. Note: children enrolled

for 1 or 4 days are not guaranteed placement for 2 or 5 days. Extra care charges will apply.

1. Tuition and fees will be pre-billed each month for the chosen plan, regardless of the number of days child attends \_\_\_\_\_
2. Tuition is divided into 12 equal payments and reflects school closures of up to 20 days per year and 11 state and \_\_\_\_\_

federal holidays.

1. Picking child(ren) up late or dropping them off early regularly will result in extra fees; any late pickup in excess of \_\_\_\_\_

15 minutes will result in extra fees

1. Overlap fee will be charged during the transition between morning and afternoon for early drop off and late \_\_\_\_\_

Pick up in the amount of $4.00 per day and must be preapproved. Regular days of overlap are noted on this contract.

Unapproved overlap days will be subject to late pickup charges.

1. If different arrangements need to be made, parents will alert the director/manager to determine a start date and \_\_\_\_\_

will sign a new contract and abide by the terms.

1. Payments are due on the first (1st) day of every month. A $25.00 late fee will be billed per child on the next \_\_\_\_\_

billing statement if payment is not received by the 10th day of the month.

1. Accounts not paid in full within 30 days of the due date will result in termination of care. \_\_\_\_\_
2. Termination of this contract requires a 2-week notice. A *Withdraw from Care* form will be \_\_\_\_\_

provided and the 2-week notice period will begin on the date the form is **received** by Canvas staff. Parents are

required to pay *all tuition & fees* through the end of the 2-week notice period or child’s final day, whichever is later.

Charges will be assessed until the Withdraw form is received. Verbal or email termination will not be accepted.

1. **Notification must be given before the start date if child will not be attending, otherwise, payment of the first \_\_\_\_\_**

**month’s charges will be required.**

1. If a child has been absent for 2 weeks or more without notification, parent will be charged tuition for the month of \_\_\_\_\_

Care and this contract will be terminated.

1. Canvas ELC accepts payment in the form of automatic withdrawal, cash, check, credit card, cashier’s check or \_\_\_\_\_

money order.

1. Checks refused by the bank will be charged a fee of $35. Full tuition and fees will be expected immediately. \_\_\_\_\_
2. A $50 materials fee will be assessed upon enrollment *and* every trimester (first month of enrollment \_\_\_\_\_

and Oct., Feb., June).

1. Tuition and fees requested to be split between separated parents will be divided equally with the \_\_\_\_\_

exception of late payment fees. A Declaration of Payment will be filled out. This contract and the

declaration must be signed by both parties *(see form below).*

**SCHOLARSHIP RECEIPTIENTS: Parents receiving a Best Beginnings or other scholarship….**

1. …will ensure that all paperwork is submitted correctly and timely to ensure payments will be made. \_\_\_\_\_\_
2. …abide by the terms of the scholarship . \_\_\_\_\_\_
3. …are responsible for the full tuition rate contracted for. Any amount not covered by the Best Beginnings \_\_\_\_\_\_

Scholarship will be charge to parent in billing cycle following receipt of BB payment

1. … is responsible for all payments and fees not covered by the scholarship. These fees include but are not \_\_\_\_\_\_

limited to materials fees, late fees, out of hours fees, absent days, insufficient funds fees, postage, etc.

In the event of a closed case, the family is held responsible for the amount owed to Canvas.

1. …understand that co-payments are not affected by school closures. \_\_\_\_\_\_

Please enclose a ***$50 non-refundable registration fee*** to hold a place for your child for a maximum of one month from signature date. Failure to attend will result in the loss of the registration fee and lost placement. Please make all checks payable to **Canvas Early Learning Center (ELC)** and mailed to **512 ½ N. Washington St, Dillon, MT 59725** or place in the drop box by the front door.

Parent/Guardian Signature Date Parent/Guardian Signature Date