1526 E. Wooster St., Bowling Green, OH 43402 ✎ 419-352-3612 ✂ Office@fumclc.com

2026-2027 Child Care Enrollment Agreement

I/We, _____

(Parent/Guardian), agree to the following terms and conditions of enrollment for

_____(name of child), at the First United Methodist Child Learning Center for the 2026/2027 school year. (At the time of enrollment, this child's age/grade level is: _____.) I understand that FUMCLC's hours of operation are Mon-Fri, 7:00 am – 6:00 pm (holidays excluded), and that staff cannot accept children before 7:00 am. I also understand that the doors to the center lock promptly at 6:00 PM and that my child is expected to be dismissed by that time. *Sign and initial where applicable.

SCHEDULE AGREEMENT:

1) _____ My child will be placed in the appropriate class for his/her age and developmental level, as determined by the Director, teacher, and parent**: Toddler (ages 12 mo -30 mo) – Young Preschool(age 2 ½ -3) - Preschool 4 (age 4) – Preschool 5 (age 5 or prekindergarten) – School Age (Grades k – 3rd)** I understand that my child must be potty trained before they can transition upstairs to the Preschool 4 room unless I provide a signed medical form from my child physician.

2) _____ Regular days of attendance will be:

   ☐ Monday- Friday (Full-day)
   ☐ Monday/Wednesday/Friday (Full- day)
   ☐ Tuesday/Thursday (Full-day)

3) _____ Busing availability is extremely limited. I understand that I will only have busing available on days that I have formally committed to. This applies to all situations, including 2-hour delays.

   ☐ My child attends school at _____and will need AM/PM transportation

Agreed to by:

_____

(Parent/Guardian) (Date)

_____

(FUMCLC Staff) (Date)

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4) _____ My child's regular time of attendance will be approximately _____:_____ AM/PM to _____:_____ AM/PM. I understand that the center Director makes a schedule to fit drop-off and pickup times that are indicated on this form and will provide a 2-day notice if the times are to change.

5) _____ I understand that the state requires that I maintain a current and completed file. This includes an annual medical statement and a copy of my child's immunization records. I understand that my child will not be able to attend care at FUMCLC, without this paperwork. I also understand that I will still be responsible for the cost of care, even if my child cannot attend because I have not submitted the required documents. (School-age children do not require medical statements).

Other scheduling notes here:

_____

FINANCIAL AGREEMENT:

1) _____ I have read and understand FUMCLC's Family Handbook and all its policies.
2) _____ The weekly tuition rate for this student will be _____, due by the Monday of each week.
3) _____ The following fees are due for this child, before the first day of admission to FUMCLC:
    a. _____ First and last week tuition (No cash accepted) before first day of enrollment.
    b. _____ $50 holding deposit (to be placed on waiting list).
    c. _____ $10 Re-enrollment Fee (returning families)
    d. _____ $25 biannual Supply Fee (July/January, all students) * Your child's teacher may still send home a supply list for their specific class. This $25 is a general fee to cover supplies that are shared amongst the entire center.
4) _____ I understand that in the event of a late pick up a $10.00 late fee will be added to the tuition and $1.00 for each minute after 6:00 pm (up to $20.00), according to FUMCLC clocks, that my child is under center supervision. FUMCLC will determine this fee and inform me if it is applied. This charge will appear on brightwheel and will be due no later than the following week.
5) _____ I agree to keep my tuition paid in full, to keep the center aware of any health issues or schedule changes, and to all other terms as outlined in the parent handbook.

Agreed to by:

_____

(Parent/Guardian) (Date)

_____

(FUMCLC Staff) (Date)