



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

2023-2024 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 academic year beginning May 31, 2023. (At the time of enrollment, this child's age/grade level is: _____.) I understand that FUMCLC hours of operation are Mon-Fri, 7:00 am – 6:00 pm (holidays excluded), and that staff cannot accept children prior to 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 18 mo -36 mo) – Preschool 3 (age 3) - Preschool 4 (age 4) – Preschool 5 (age 5 or prekindergarten) – School Age 1 (Grades K-1)* School Age 2 (Grades 2-4)***. I also understand that my child must be potty trained before they can transition.

2) _____ Regular days of attendance will be:

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

Agreed to by:

(Parent/Guardian)

(Date)

(FUMCLC Staff)

(Date)



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- 3) _____ Busing availability is extremely limited. I understand that I will only have bussing 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 transportation
 - My child attends school at _____ and will need PM transportation
 - My child attends school at _____ and will need AM/PM transportation
- 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 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 Tuition and Fee Policy.
- 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, prior to first day of admission to FUMCLC:
 - a. _____ \$50 Earnest Deposit applied towards 1st balance due (No cash accepted)
 - b. _____ \$30 Enrollment Fee (new families)
 - c. _____ \$10 Re-enrollment Fee (returning families)

Agreed to by:

(Parent/Guardian)

(Date)

(FUMCLC Staff)

(Date)



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- d. _____ \$15 Annual Supply Fee (all students) * Your child's teacher may still send home a supply list for their specific class. This \$15 is a general fee to cover supplies that are shared amongst the entire center.

- 4) _____ I understand that a fee of \$1 per minute (up to 20 minutes) will be added to the tuition for each minute after 6:00 pm, 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 in ProCare and will be due no later than the following week.

- 5) _____ I agree to keep my tuition account 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)