



Grace Education Ministries Registration

Child's name _____ Date of Birth _____

Address _____ Phone _____

Date Enrolled _____ Start Date _____ Registration Fee* _____ Tuition Fee* _____

Age _____ Key Fob # _____ Copy of Birth Certificate _____ Gender M/F

Parent's name _____

Email address _____

Day Care Schedule: **MUST NOT BE LONGER THAN 9.5 HOURS DAILY**

Full Time _____ Part Time _____ Arrival time _____ Pick up Time _____

Readiness Preschool Schedule: **9:00-11:30/Dual 12:30-3:00 MWF PM**

M W F am _____ M W F pm _____ T TH am _____

*Tuition and Registration fees are subject to change.

Names, Relationship & Phone Numbers of Individuals Authorized to Pick Up Children:

1. _____

2. _____

3. _____

4. _____

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Fees are payable every week/month depending on your program choice.

If payment is not made for the current week/month, a \$20.00 late fee will be incurred. If payments fall behind your child will not be admitted until the



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account is paid in full. If collection is necessary, GEM's attorney fees shall be recoverable. Parent's Initials:

If a check is returned for insufficient funds, a \$25.00 charge will be assessed. **All future tuition payments will only be accepted in the form of cash or money order.**

GEM building hours: 7:00 am-5:30 pm. A late fee of \$5.00 per minute/per child will be charged when a child is picked up after 5:30 pm. This fee will be added to your account. The annual Registration Fee is non-refundable.

GEM will be closed on all federal holidays and any additional holidays as stated in our parent handbook and annual school calendar.

Readiness Preschool follows the LSC school calendar and will be closed for all breaks and snow days. They will be open regularly for LSC school delays.

If a holiday falls on Saturday, we will be closed on Friday; if a holiday falls on Sunday, we will be closed on Monday. If we experience extremely low enrollment during other holidays, we will consider closing or closing early. We will need at least 8 students to remain open. Regular tuition is due regardless of attendance or holiday.

A two (2) week written withdrawal notice is required when removing your child from GEM. If proper notice is not received, your account will be charged accordingly.

Any changes to this agreement must be approved by the Director.

I fully understand the above policies and agree to abide by them.

Parent/Guardian

Signature _____ Date _____