



Grace Education Ministries Registration

Child's name _____ Date of Birth _____

Address _____ Phone _____

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

Age _____ Key Fob # _____ Birth Certificate Verification Y/N Gender M/F

Parent's name _____

Email address _____

Day Care Schedule

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

Readiness Preschool Schedule

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

*Tuition and Registration fees are subject to change.

Names & 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 paying cash please have the correct amount, place in a sealed envelope labeled with your child's name in the tuition box. A computer receipt will be printed by Friday.



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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 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: 6:30 am-5:30 pm. A late fee of \$1.00 per minute 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 the following holidays; however, the regular weekly fee will be charged: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, July 4, Labor Day, Staff Development Days, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

Readiness Preschool follows the LSC school calendar and will be closed for all breaks.

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 in this agreement must be approved by the Director.

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

Parent/Guardian

Signature _____ Date _____