

# Christ the King Early Childhood Center

## 2022-2023 Registration Form for Early Childhood & School Age Programs

Child's Name: \_\_\_\_\_ DOB \_\_\_\_\_ Sex: Male / Female Religion \_\_\_\_\_

School District _____	Primary & Secondary Language _____ / _____	
Parent/Guardian	Occupation	Employer Name & Phone
Home Address		Email Address
Parent 1 Phone	Parent 2 Phone	Emergency Contact

Is your child currently receiving services from another agency?	Yes No	Agency:
Does your child have any health, behavioral concerns or food restrictions? <i>Please note, children with medication requirements must complete Written Medical Consent &amp; Individual Health Care Plan forms which must be updated every 6 months.</i>	Yes No	Please explain:
Is your child fully potty-trained at time of registration? <i>Children in Preschool programs (Nursery &amp; Pre-K) must be <u>FULLY</u> potty-trained at time of program entry.</i>	Yes No	No

**POLICY ACKNOWLEDGMENT: I am applying for my child to attend Christ the King Early Childhood Center and consent to:**

- (1) Pay all associated fees in the 2022-2023 school year
- (2) Have payments automatically withdrawn from a checking or savings account the 1<sup>st</sup> week of each month of care or pay via check/cash by the 1<sup>st</sup> week of each month
- (3) Pay late fees that are incurred. Late fees are assessed for late pick-ups at a rate of \$1.00 per minute and late payments at \$25.00 per week after the 5<sup>th</sup> of the month
- (4) Acknowledge that scheduled days of service are not replaceable (holiday, sick, snow, staff development etc.)
- (5) Be responsible to provide the center with updated NYS OCFS medical statements when requested in order for my child to remain in attendance
- (6) A second child discount of 10% applies to the least expensive program; one discount per family
- (7) Pay the charge of \$35 for returned checks when necessary
- (8) Review and adhere to the policies and procedures of the Early Childhood Center, and will sign the Tuition Agreement before my child begins the program
- (9) Communicate with staff when my child becomes old enough, and is developmentally ready as determined by staff, to transition to the next higher age group, when space is available
- (10) Provide a nutritious lunch and snacks for my child if required
- (11) A 2-week notice is required in order to withdraw from the program or to change attendance status; a \$50 fee will be charged to change programs
- (13) A non-refundable registration fee of \$100.00 for Early Childhood and School Age programs must accompany this form
- (14) Review and will adhere to CTK's Parent Handbook policies and pandemic policies while they are in effect
- (15) Review and agree to pay the full tuition and fees schedule for my child (ren) to attend the program

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_