

**ST. PAUL'S LUTHERAN EARLY LEARNING
2 YEAR OLD PROGRAM
REGISTRATION FORM 2017/2018
(410) 766-0591 EXT. 14
(410)761-0875 fax**

ENROLLMENT:

Our Program must limit the number of children it serves each day according to the regulations of the Maryland State Department of Education. To enroll your child(ren), please fill out the Registration Form and return it to the Child Care office by January 31st. Space is available on a first-come-first serve basis, which is contingent upon the Registration Form and ALL necessary paperwork being complete. **We require a \$150.00 non-refundable registration fee for all children enrolling in our 2 year old program.** We DO NOT hold spaces for children who ARE NOT two without a monthly payment.

HOURS OF OPERATION:

7:00 a.m. to 10:45 a.m. Morning Child Care and Morning Early Learning

7:45 a.m. to 10:45 a.m. Morning Early Learning ONLY

7:00 a.m. to 3:00 p.m. Morning Child Care/Morning Early Learning/Part Time Afternoon Child Care

7:00 a.m. to 5:30 p.m. Morning Child Care/Morning Early Learning/Full Time Afternoon Child Care

Children who are registered for Child Care may come ONLY ON DAYS THAT THEY ARE REGISTERED. ALL children must bring a lunch. If a lunch is forgotten, we have supplies to make your child a suitable lunch that we will bill you for.

INCLEMENT WEATHER:

If the weather is clearly hazardous, we will follow Anne Arundel County Public Schools. If it appears that for some portion of the day Child Care can open or remain open, we will make an attempt to provide service. However, if conditions are hazardous to our staff, Child Care will not open. HOW WILL YOU KNOW??? Please call (410) 766-0591 and press 288 before you leave your home. We ask that you take advantage of having additional time with your children. This will enable our staff to not have to travel on hazardous roads unnecessarily with their children or have inexperienced drivers on the road.

CALENDAR:

A calendar will be sent home during the summer months after we coordinate with the school calendar.

PAYMENT PLANS:

Payments for the 2017 – 2018 school year can be made four ways:

YOU MUST CHOOSE ONE OF THE FOUR PAYMENT OPTIONS FOR MAKING YOUR PAYMENT.

1. **PAYMENT IN FULL BY AUGUST 1, 2017** TO COVER THE ENTIRE COST THROUGH THE LAST DAY OF CARE, WITH A 4% DISCOUNT. THE 4% DISCOUNT APPLIES ONLY TO PAYMENTS MADE ON OR BEFORE AUGUST 1, 2017. NO PROCESSING FEE.
2. **NINE MONTHLY PAYMENTS USING A COUPON BOOKLET** (AUGUST – APRIL). COST IS \$50.00
3. **NINE MONTHLY PAYMENTS USING ELECTRONIC TRANSFER** (AUGUST – APRIL). COST IS \$40.00
4. **WEEKLY PAYMENTS USING A COUPON BOOKLET** (PAYMENTS DUE ON MONDAYS). COST IS \$50.00

FEE AMOUNTS:

The fee schedule is based on a MONTHLY FLAT rate system. Please contact the office for assistance in figuring your child's rate.

THESE RATES ARE THE MONTHLY AND YEARLY COST.

2 YEAR OLDS	TUESDAY & THURSDAY		MONDAY/WEDNESDAY/FRIDAY		MONDAY - FRIDAY	
	MONTHLY	TOTAL	MONTHLY	TOTAL	MONTHLY	TOTAL
7:00 A.M. TO 10:45 A.M.	180.00	1620.00	315.00	2835.00	445.00	4005.00
7:45 A.M. TO 10:45 A.M.	175.00	1575.00	300.00	2700.00	420.00	3780.00
7:00 A.M. TO 3:00 P.M.	300.00	2700.00	445.00	4005.00	685.00	6165.00
7:00 A.M. TO 5:30 P.M.	345.00	3105.00	510.00	4590.00	800.00	7200.00

LATE FEES:

A late fee of \$2.00 per minute is charged for late pickup after 10:45 a.m./3:00 p.m./5:30 p.m. The late fee policy **will be strictly enforced.** We want to be of service to our families, but we do ask that the families respect our guidelines and policies. **Repetitive lateness can result in suspension of services.**

PAYMENT POLICY:

Full payments must be made each month, even if a child is absent. Full monthly payments are always expected. Each family can receive a 50% reduction for up to THREE weeks of vacation during the year. The year is defined as the beginning of one school year through the beginning of the next. Vacation discount requests must be submitted to the Child Care office in writing two weeks in advance.

- *There will be a \$20.00 charge for all payments received after the 10-day grace period.
This doesn't apply to weekly payment plans.
- *There will be a \$30.00 charge for returned checks.
- *We reserve the right to deny care for delinquent accounts.

PLEASE RETURN YOUR REGISTRATION FORM, REGISTRATION FEE AND A COPY OF YOUR CHILD'S BIRTH CERTIFICATE BY JANUARY 31, 2017. ALL OTHER FORMS NEED TO BE IN THE CHILD CARE OFFICE BY AUGUST 1, 2017.