



**Family Child Development Center
Pre-Registration Form
2008-2009**

FULL & PART TIME CARE

(FCDC opens at 6:30 a.m. and closes at 6:00 p.m., Monday – Friday)

Use this form to register your child for Full or Part Time Care at Family Child Development Center.
This form is due with non-refundable fee of \$50.00 for the first child, \$25.00 for each additional child per family in required.

Child's Full Name: _____ Nickname: _____

Gender: Male/Female (Please Circle) Date of Birth: _____

Parent/Guardian 1

Parent/Guardian 2

Name: _____

Name: _____

Address: _____

Address: _____

City & Zip: _____

City & Zip: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

CellPhone: _____

Work Phone: _____

Work Phone: _____

Occupation: _____

Occupation: _____

Place of Employment: _____

Place of Employment: _____

Working Hours: _____

Working Hours: _____

E-Mail address: _____

E-Mail address: _____

Parents are: Married/Partnered Separated Divorced
 Widow/Widower Single Parent Foster Parents
 Grandparents Other

Child's permanent address is with: Parent/Guardian 1 Parent/Guardian 2 Both

Responsible Billing Party: Parent/Guardian 1 Parent/Guardian 2 Both

If separated, divorced, or foster parents, who has legal custody? _____

If separated, divorced, or foster parents, who has physical custody? _____

Ethnic Background: (This question is optional)

African African American American Indian/Alaskan
 Asian/Pacific Islander Hispanic/Latino/Chicano Caucasian (not Hispanic)
 Other, Specify _____

How did you hear about Family Child Development Center?

___ FCDC Website ___ Yellow Pages ___ FCDC Parent, whom? _____
___ Drive By ___ Referral Agency, which? _____
___ Other, please specify _____

Please check the age group and complete the attendance schedule for your child below (use a separate registration form for each child registered):

___ **Infant I -- Piglets (6 weeks to 10 months, group size: 12, staff to child ratio: 1:3)**
Number days per week (schedule of attendance) _____

___ **Infant II -- Roos (10 to 16 months, group size: 8, staff to child ratio: 1:4)**
Number days per week (schedule of attendance) _____

___ **Toddler I -- Poohs (16 to 24 months, group size: 15, staff to child ratio: 1:5)**
Number days per week (schedule of attendance) _____

___ **Toddler II -- Rabbits (2 to 3 years, group size: 18, staff to child ratio: 1:6)**
Number days per week (schedule of attendance) _____

___ **Preschool I -- Honey Bees (3 to 4 years, group size: 18, staff to child ratio: 1:9)**
Number days per week (schedule of attendance) _____

___ **Preschool II -- Tiggers (4 to 5 years, group size: 20, staff to child ratio: 1:10)**
Number days per week (schedule of attendance) _____

Affirmative Action Statement: Family Child Development Center admits students of any race, color, gender, national or ethnic origin to all rights privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color national and or ethnic origin in administration of its educational policies, admission policies, and other school administered programs. Family Child Development Center is an equal opportunity employer.

For Office Use only

Registration fee _____ Check # _____ Date Received _____ Start Date _____
Classroom Assignment _____ Days per Week _____ Tour Date _____

Forms: ___ Profile ___ Immunizations ___ Emergency
___ Health Care Summary ___ Health History



TUITION POLICIES 2008-2009

Child's Name: _____

Parent's Names: _____

1. **Registration Fee:** A non-refundable registration fee of \$50.00 for the first child, \$25.00 for each additional child per family is required when enrolling in the center.
2. **First Week's Tuition:** The first week's prepaid tuition is due one month prior to start date or upon enrollment if enrolling prior to a one month's notice.
3. **Tuition Due:** All checks for tuition payments should be made payable to Family Child Development Center or FCDC. These payments should be put in the tuition payment box in the office each week for that week, no later than 5:00 Tuesday afternoon. Any payments made later than the deadline needs to be arranged with the Finance Manger. **PLEASE, NO CASH ACCEPTED!**
4. **Late Fee:** An additional \$10.00 fee will be charged each day that the tuition payment is late. This charge will be automatically added to your fees. Prior agreements must be established with the Finance Manager for payment of tuition on a bi-weekly or monthly schedule.
5. **Returned Checks:** There will be a \$15.00 charge for any checks returned to us by the bank.
6. **Music Classes:** All children present on music days will participate in the weekly music classes conducted through "Growing with Music." These classes are included in the cost of tuition.
7. **Other Enrichment Classes:** Science, computer, and other classes are also offered by outside vendors for an additional cost, which is paid directly to the vendor.
8. **In-House Field Trips:** In-house field trips are offered from time to time. Parents are responsible for fee of the field trip before the child attends.
9. **Family Discount:** If two or more children from the same family are enrolled five days a week, the oldest child will receive a 10% discount on weekly tuition. If three children from the same family are enrolled 5 days a week, the oldest child will receive a 10% discount and the second oldest will receive a 5% discount. There is no discount for children enrolled less than full time (5 days per week).
10. **Holidays:** Family Child Development Center is closed on New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day following, ½ day Christmas eve and Christmas Day. Because of our belief in the value of long-range planning and teacher development, the Center also closes on President's Day and the last Monday in August for Staff Development Days. Full tuition is charged for the weeks that these days fall in to ensure the staff is adequately paid.

11. **Severe Weather:** It may be necessary to close the Center because of severe weather. Notification of weather related late starts and /or closings will be posted on KSTP and WCCO Radio/TV and will follow the closings of the Wayzata and/or Robbinsdale School Districts. Full tuition is also charged for these days in order to ensure the staff is adequately paid.
12. **Withdraw from the Center:** A two-week notice is required for withdraw from the center. The parent/guardian is responsible for and agrees to pay the two-week tuition once notice of withdraw from the center is given.
13. **Late Pick-Up:** Late pick-up fees will be charged if you pick up your child after 6:00 p.m. A five-minute grace period will be given. Beyond that time, \$10.00 will be charged for pick up between 6:05-6:15 or fraction thereof. Any time beyond that will be charged at \$5.00 for each 5 minutes or fraction thereof. The late pick-up fee should be paid directly to Family Child Development Center. We will invoice your account for this time.
14. **Vacation Tuition Policy:** It is our policy to allow a child to take a number of days he/she attends each week every six months as vacation or sick days. You must enrolled in the center for six months before you can start using your vacation days. During this time off, tuition is charged at half the normal rate. Time off may be accumulated if you do not take it in a six-month period, but may not be used in advance. Days off can be accumulated to a maximum of ten days; your family will pay for any time off in addition to this amount. Families using vacation are asked to complete a Vacation Request Form and submit it to the office two weeks in advance of the planned vacation. If you like to use time for sick days, let us know the first day your child is back. Vacation days are non-transferable from one sibling to another and vacation days may not be used in lieu of tuition. A child who is absents for more than two weeks may be kept on the enrollment by payment of regular tuition or enrollment may be discontinued. In order for a child to re-enroll, an opening will have to be available, a new application made, and the registration fee paid.

I hereby abide by the Family Child Development Center's financial policies and agree to take the responsibility for payment of my child's tuition and fees. My signature indicates that I have read and understand the above conditions, and that I agree to comply with these terms.

PARENT SIGNATURE: _____ **DATE:** _____