

**OUR CHILDREN'S CENTER
2010-2011 REGISTRATION FORM**

CHILD'S NAME _____ **BIRTH DATE** _____

ADDRESS _____ **CITY** _____

ZIP CODE _____ **HOME PHONE** _____ **EMAIL** _____

PARENT 1 _____ **Work#** _____ **CELL #** _____

PARENT 2 _____ **Work#** _____ **CELL #** _____

ADDITIONAL EMAIL OR CONTACT INFORMATION

HOW DID YOU LEARN ABOUT OUR CHILDREN'S CENTER? _____ **YELLOW PAGES**

NEWSPAPER AD

WEBSITE

COMMUNITY FLYER

RECOMMENDED BY

REGISTRATION FEE: A NON-REFUNDABLE REGISTRATION FEE OF \$50 PER CHILD IS DUE WITH THIS FORM.

ACTIVITIES FEE: AN ANNUAL SUPPLY/ACTIVITIES FEE OF \$75 PER CHILD IS DUE BY AUGUST 15.

DEPOSIT: A DEPOSIT OF 10% OF THE YEARLY TUITION IS DUE TO RESERVE A SPACE FOR THE SCHOOL YEAR. RETURNING OCC FAMILIES MAY REQUEST A SPECIAL PAYMENT PLAN IF NEEDED FOR DEPOSIT PAYMENT.

PROGRAM OPTIONS: PLEASE INDICATE YOUR CHOICE BELOW.

FULL TIME SCHEDULES – MONDAY THROUGH FRIDAY – 180 DAY SCHOOL YEAR

OPEN TO CHILDREN AGES 2 YEARS 7 MONTHS TO 6 YEARS OLD.

_____ EXTENDED DAY	7:45 AM – 5:30 PM	\$6,800 PER YEAR
_____ SCHOOL DAY FLEX	8:30 AM – 5:00 PM	\$6,000 PER YEAR
_____ SCHOOL DAY	8:50 AM – 3:15 PM	\$5,500 PER YEAR

PRESCHOOL FLEX 8:00 AM – 1 PM \$4,500 PER YEAR

PART TIME SCHEDULES – 180 DAY SCHOOL YEAR

OPEN TO CHILDREN AGES 2 YEARS 7 MONTHS TO 4 YEARS OLD.

_____ **PRESCHOOL – M – F** 8:50 AM – 11:30 AM \$3,000 PER YEAR

PROGRAMS OPEN TO CHILDREN 24 MONTHS TO 3 YEARS OLD. **FEES: REGISTRATION:**

\$25 ACTIVITY: \$25

_____ **M & W TRANSITION 2D** 8:50 AM – 11:20 AM \$1,700 PER YEAR

_____ **T & TH TRANSITION 2D** 8:50 AM – 11:20 AM \$1,700 PER YEAR

**OUR CHILDREN'S CENTER
2010-2011 REGISTRATION FORM**

ADDITIONAL FEES:

SCHEDULE CHANGE: \$25 PER CHANGE, ALL CHANGES MUST BE REQUESTED AND APPROVED OF IN WRITING.

STAY FOR LUNCH: \$10 PER DAY, FREE IF YOU ACT AS A LUNCH HELPER.

EXTRA SESSION: \$25 PER SESSION

AFTER SCHOOL CARE: \$20 PER DAY

BEFORE SCHOOL CARE: \$10 PER DAY

LATE PICK-UP - \$5

LATE PICK-UP AFTER CLOSING (5:30 PM) - \$10 PER 5 MINUTES

PLEASE INITIAL TO INDICATE YOUR AGREEMENT OR CHOICE.

IMMUNIZATION FORMS

I UNDERSTAND THAT MY CHILD'S MOST RECENT IMMUNIZATION RECORDS MUST BE ON FILE IN THE OCC OFFICE BEFORE MY CHILD IS ALLOWED TO ATTEND SCHOOL.

PHOTO RELEASE

I AGREE TO ALLOW MY CHILD TO BE INCLUDED IN PHOTOGRAPHIC OR MEDIA DOCUMENTATION AT SCHOOL EVENTS. I UNDERSTAND THESE IMAGES MAY BE USED IN SCHOOL NEWSLETTERS, ON THE SCHOOL'S WEBSITE, ON POSTERS, AND/OR DISPLAYS AT AN OPEN HOUSE OR OTHER OCC EVENTS.

I DO NOT WISH TO HAVE MY CHILD PHOTOGRAPHED DURING SCHOOL EVENTS.

OCC DIRECTORY

PLEASE ADD MY FAMILY'S CONTACT INFORMATION TO THE SCHOOL DIRECTORY.

I DO NOT WISH TO HAVE MY CONTACT INFORMATION LISTED IN THE SCHOOL DIRECTORY

WALKING FIELD TRIPS

I AGREE TO ALLOW MY CHILD TO PARTICIPATE IN WALKING FIELD TRIPS PLANNED BY OUR CHILDREN'S CENTER STAFF DURING THE 2010-2011 SCHOOL YEAR.

PLEASE READ CAREFULLY, BEFORE SIGNING:

- I UNDERSTAND THIS REGISTRATION FORM, MY FEE, AND MY DEPOSIT ARE NEEDED TO SECURE A SPACE FOR MY CHILD AT OUR CHILDREN'S CENTER. FEES ARE NON-REFUNDABLE.
- THIS REGISTRATION FORM IS CONSIDERED A CONTRACT FOR THE 2010-11 SCHOOL YEAR. I FULLY ACCEPT THE TERMS LAID OUT ABOVE AND THAT I AM FULLY RESPONSIBLE FOR ALL THE TUITION AND LATE FEES WHICH I INCUR. I UNDERSTAND THAT ANY UNPAID AMOUNT MAY AT OCC'S OPTION BE TURNED OVER TO A COLLECTION AGENCY OR AN ATTORNEY TO PURSUE COLLECTIONS. IN THE EVENT OCC ELECTS TO PURSUE A COLLECTION ACTION, I AGREE TO PAY ANY AND ALL COLLECTION AND/OR LEGAL FEES, INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEY FEES, INCURRED BY OCC.
- I UNDERSTAND THAT ENROLLMENT IS FOR THE ENTIRE SCHOOL YEAR. CREDITS WILL NOT BE GIVEN FOR STUDENT ABSENCES, HOLIDAYS, OR BREAKS. TUITION WILL BE PRORATED FOR STUDENTS ENTERING MID-YEAR. TEN TUITION PAYMENTS ARE DUE ON THE FIRST OF EACH MONTH AUGUST 1 THROUGH MAY 1. A 3% LATE FEE IS ADDED AFTER THE 10TH DAY OF THE MONTH.

**OUR CHILDREN'S CENTER
2010-2011 REGISTRATION FORM**

- I UNDERSTAND THAT SIXTY (60) DAY NOTICE OF STUDENT WITHDRAWAL IS REQUIRED. IF I DO NOT GIVE 60 DAYS NOTICE, I AGREE TO PAY THE FULL FEE FOR 60 DAYS OR UNTIL THE SLOT IS FILLED WHICHEVER COMES FIRST. WITHDRAWAL NOTICE MUST BE GIVEN IN WRITING TO THE DIRECTOR. THE SCHOOL RESERVES THE RIGHT TO WITHDRAWAL A CHILD IF IT IS DEEMED TO BE IN THE BEST INTEREST OF THE CHILD AND/OR THE SCHOOL.

- OUR CHILDREN'S CENTER IS AN INDEPENDENT, NON-PROFIT PRIVATE SCHOOL. OCC DOES NOT DISCRIMINATE WITH RESPECT TO RACE, COLOR, RELIGIOUS CREED, AGE, GENDER, DISABILITY, OR NATIONAL ORIGIN (INCLUDING LIMITED ENGLISH PROFICIENCY) WHEN ACCEPTING STUDENTS.

PARENT OR GUARDIAN SIGNATURE _____ DATE

DIRECTOR SIGNATURE _____ DATE
