



SCHOOL AGE REGISTRATION FORM
Dorothy's Discovery Daycare/Kids Club
7265 Merritt Road Ypsilanti, MI 48197
Phone: 734.483.9684
Dorothys.discovery@yahoo.com

Child Name: _____
 Address: _____

School Year: _____ Grade in fall: _____
 School Location: _____
 East Arbor Academy or Lincoln Consolidated

Annual Registration Fee:
 \$50.00 or \$65.00 (for two or more children)

Primary Parent/Guardian _____
 (List the person who should receive the monthly invoice and will be responsible for payment)
 Address (if different): _____
 Email address: _____
 Cell Phone: _____ Work Phone: _____

Primary Parent/Guardian _____
 Address (if different): _____
 Email address: _____
 Cell Phone: _____ Work Phone: _____

Please Check ALL that apply. MIMIMUM ENROLLMENT OF TWO AM OR PM SESSIONS PER WEEK.

	Monday	Tuesday	Wednesday	Thursday	Friday
Before Care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After Care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

DDDC School Age Care (Kids Club) provides before and after school care at DDDC. DAYS WHICH THE CHILDREN DO NOT HAVE SCHOOL ARE CONTRACTED SEPARATELY FOR CARE AT DDDC. The program begins the first full school day and runs until the end of the school year. Children will be enrolled on a first come, first served basis as space permits. The DDDC (Kids Club) program is licensed by the Department of Human Services, Bureau of Children and Adult Licensing.

TO COMPLETE REGISTRATION

- RETURN THIS REGISTRATION FORM ALONG WITH YOUR REGISTRATION FEE TO: 7265 Merritt Rd. Ypsilanti, MI 48197
- BEFORE the first day of attendance, all children's files must be complete with the following: child information record, Acknowledgment of parent handbook, notification of licensing handbook, Photo release/Sunscreen and bug spray/Allergy form, walking on back property consent form, Transportation consent form, statement of good health / immunizations statement
- Families are responsible for reading and abiding in all DDDC's Financial Policies.
- I understand that this is a CONTRACT FOR SERVICES and that I am responsible for the tuition charged for the above schedule whether or not my child attends each day.
- FINANCIAL INFORMATION RELEASE: Financial information will ONLY be released to those who sign below. Anyone not named below will obtain information from those signed.

Guardian Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Registration fee \$ _____
 Date received by: Cash _____ Check _____ Chase Quickpay _____ Tuition Express _____



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Dorothy's Discovery Daycare Center Financial Policies

Registration Fee: There is a \$50.00/\$65.00 (for two or more children) annual registration fee, payable at the time of enrollment.

Families who have an unpaid balance outstanding with DDDC will not be permitted to enroll their children in any DDDC program until the balance has been paid in full.

Tuition: Tuition is calculated monthly based on the number of mornings and/or afternoons contracted for each month.

Payments: Invoices are sent to families on the **15th of the month**. Payment is due in full by the 1st of the following month.

For example, a child enrolled for care in September will be invoiced on the 15th of August, and payment would be due in full by September 1st. Any alternate payment arrangements must be made with the Director. To ensure proper credit, please include the child's name on the check if it differs from yours. A \$25.00 late payment fee may be charged to any account not paid by the due date.

Returned checks: A \$25.00 fee will be charged for returned checks.

Absences: If your child will be absent from DDDC, please notify the center staff by 3:00pm by either calling or emailing to let us know. Families are expected to pay for all days in which your child is enrolled, even when your child is absent because of illness, vacations or other reasons. If an illness is serious or prolonged, please contact the Director.

Withdrawal Policy: A two (2) week written notice of intent to withdraw from DDDC Kids Club is required. You are responsible for two (2) weeks tuition from the date of notice.

Schedule Changes - A reduction in schedule requires a *two (2) week written* notice given to the director. You are responsible for the tuition based on the greater schedule *two (2) weeks* from the date the notice is received. *You are responsible for full payment of the invoice issued. Any changes to your previous invoice will be reflected on the following month's invoice.* Additions to schedules can be made at any time if space is available.

Late Pickup Fee: A late pick-up fee of a \$1.00 per minute, or any portion of a minute, per child is charged for. These fees apply even if the center was informed that the child would be picked up late.

Drop-in: Drop-in service is available only when space permits. Due to licensed enrollment limits, space may not be available. To determine if drop-in is available to you, call or email the center to see if there is an available space for your child. Drop in fees are billed separately and have a separate rate. **PAYMENT IS EXPECTED FOR ADDITIONAL CARE ON THE DAY CARE IS GIVIN.**

No School days, Half days, or Early Release Days: DDDC will provide additional care for enrolled students on days there is no school for students. Parents/Guardians are responsible to sign up for these additional care days on the school age bulletin board. **PAYMENT IS EXPECTED FOR ADDITIONAL CARE ON THE DAY CARE IS GIVIN.**

School Closing: DDDC does not follow any school districts snow day closing policies. **PAYMENT IS EXPECTED FOR ANY SNOW DAYS OR OTHER EMERGENCY SCHOOL CLOSINGS ON THE DAY CARE IS GIVIN.** You will be notified of any center closings via the school closings list on the TV news stations, email, or voicemail message.

Vacation: There is no scheduled vacation allotment.

Joint Custody: If separated or divorced parents have joint custody, each parent will contract separately with the Center. The number of days/weeks for which each parent is financially responsible is to be determined by the parents and reported to the Director.



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CONTRACT AGREEMENT FOR SERVICES OF CHILDCARE

We (*guardians*) agree to enroll our child, _____ (*child's name*), in Dorothy's Discovery Daycare Center Inc. (DDDC) Kids Club licensed by the State of Michigan. We agree that our registration fee of \$ _____ is non-refundable unless the organization is unable to enroll my child due to space.

We have received and read the attached program policies developed by Dorothy's Discovery Daycare Center, Inc. and agree to comply with all the rules, policies and responsibilities stated therein. Dorothy's Discovery Daycare Center, Inc. has reserved the right to modify the rules and policies at its sole discretion with one month written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

The hours of operation for DDDC Kids Club are 6:30am -8:30am and 3:00pm - 6:00pm.

We agree to pay the provider monthly for childcare services on the first (1st) of each month. This fee includes breakfast and PM snack. We agree to pay the full fixed daily rate regardless of absences. We understand that Dorothy's Discovery Daycare Center, Inc. reserves the right to adjust the fixed daily rate with thirty (30) days written notice.

We further agree that the child care fees are to be paid in full monthly, unless a payment plan had been established with the Director. We also agree to pay any late payment penalties and late pick up fees established in the parent policy manual.

We acknowledge that Dorothy's Discovery Daycare Center, Inc. will release _____ (*child's name*) to only those persons authorized on the Child Information Record. We further acknowledge agreement with Dorothy's Discovery Daycare Center, Inc. standard procedures will be used for the release of children in special circumstances.

Finally, we agree that either party may terminate this agreement with a two-week written notice. In the event we do not provide a two-week written notice of withdrawal, we agree to pay Dorothy's Discovery Daycare Center, Inc. an amount equal to two weeks of child care fees. We also acknowledge that Dorothy's Discovery Daycare Center, Inc. may terminate this agreement without notice if _____ (*child's name*) continued participation in the program creates a direct threat to the safety of _____ (*child's name*), other children, or Dorothy's Discovery Daycare Center, Inc. (Kids Club) staff.

If any provision of this contract, the attached program policies, rules and responsibilities, are held invalid or unenforceable, it should be ineffective only to the extent of the invalidity, without affecting the validity or enforceability of the remainder of the provision or remaining provisions and the intent of this contract.

This contract constitutes the entire agreement among the parties to it and supersedes any prior understandings or agreements. Each party acknowledges and states that no representation, inducement or condition not set forth in this contract has been made or relied on by either party. This contract shall be governed by the laws of the State of Michigan.

Guardian Signature: _____ Date: _____

Guardian printed name: _____ Date: _____

Guardian Signature: _____ Date: _____

Guardian printed name: _____ Date: _____