

JOURNEY POINTE

PLEASE PRINT
Unless Signature
Required

MDO Registration Form

All classes are two days per week from 8:30 to 2:00.

Please check the age appropriate class:

- LIL' ONES** MON/WED -Tues/Thurs. (Must turn 9 mos. by August 30)
 TODDLERS MON/WED - Tues/Thurs (Must turn 18 mos. by August 30)
 TWOS - MON/WED (Must turn 2 by August 30)
 THREES - Must turn 3 by August 30)

Child's Current Age _____ Birth Date _____ / _____ / _____ Child's Sex M F

Child's Surname/Family Name: _____ Given/First Name: _____

Child's Preferred Name (if other than Given Name): _____

Mother (or Legal Guardian):

Name _____

Address _____

Apt. # _____ City _____

State _____ Zip _____

Home Phone _____

Cell Phone _____

E-Mail _____

Place of Employment _____

Work Phone _____

Cell Provider for emergency SMS text messaging:

(i.e. Verizon, AT&T) _____

Father (or Legal Guardian):

Name _____

Address (if different) _____

Apt. # _____ City _____

State _____ Zip _____

Home Phone _____

Cell Phone _____

E-Mail _____

Place of Employment _____

Work Phone _____

Cell Provider for emergency SMS text messaging:

(i.e. Verizon, AT&T) _____

Emergency Contacts: [State Required--Even if contact is out of state or country]

Name _____ Relationship to child _____ Phone _____

Name _____ Relationship to child _____ Phone _____

Child's Doctor _____ Phone _____ Hospital Choice _____

In the event of an **emergency**, may we take your child to the doctor you have designated if none of the above can be reached? _____ May we take your child to the hospital? _____

Does your child have special needs regarding health or allergies? _____ If yes, please list _____

Language spoken at home _____ For the safety of your child and others, does your child understand/respond to basic English commands, disciplinary & emergency terms? _____

Church/Religious affiliation _____ How did you learn about us? _____

Child's first school experience? _____ Previously Attended Where? _____

List characteristics of your child that you think would be helpful to caregivers: _____

Names & ages of other children in family _____

Is child potty-trained? _____

POLICY: All children enrolled in the **MDO 3 year old** class must be fully potty trained by **August 30th**. This includes the ability to take care of their toileting needs and clothing, except for help with buttons or snaps as needed. We understand that from time to time an accident can happen, but this should be the exception, not the norm.

(Initial acknowledgement of policy)

Parents Initials Policy: _____

CONDITIONS OF ENROLLMENT

Please make checks payable to _____

The **Non-Refundable/Non-Transferrable \$ 25 Registration/Resource Fee** is payable at the time a completed registration is submitted.

2-Day Program Monthly Tuition:

Conditions of Enrollment:

All children must be able to adjust to separation from a parent/guardian and follow basic directives given by a teacher. All children enrolled in the MDO 3 year old class must be fully potty trained per the policy outlined above.

All tuition must be paid monthly by the 10th of each month in order to avoid a late fee, unless alternative arrangements have been made with the Office. See "Financial Obligations" for more information.

Any irreconcilable differences between parents and the program policies and guidelines may result in relinquishment of a position within the program. Any concerns should be brought to the program Director. All phone and e-mail communications should be directed to the administrative office and not to the classroom teacher. Placement with a specific teacher cannot be guaranteed and any changes to days or classroom assignments are subject to availability. In the best interest of both the child and teachers, class reassignments will only be made within a 3 week period from the student's first day in class.

_____ **Date:** _____

Mother/Legal Guardian Signature

_____ **Date:** _____

Father/Legal Guardian Signature

For Office Use Only:	
Date Received: _____	Check No. _____
Amount: _____	Class: _____ Start: _____
Notes: _____	

ADMISSION POLICY

Admission Policy:

Step 1: complete registration form and pay \$25.00 application fee to hold the spot

Step 2: pay materials fee of 100.00 on or before August 1st. We will purchasing each students supplies this year so we can order in bulk and help parents from having to buy any supplies.

Step 3: Watch for more information to come and we will see you in August 2020.

Registration and Wait List forms are marked with the date and time of receipt.

Registration for the following school year begins during the second semester. Current families have priority registration depending on classroom availability.

FEES

Tuition is the main financial expense parents incur while their children are enrolled at Mother's Day Out. There will be an additional program fee charged

• **100.00** materials fee required for each student when we begin in August. We will buy supplies in bulk for each child so you as a parent do not need to bring in separate supplies.

Registration Date -	May 31st – August 14th	<i>After August 1</i>
Full deposit refund with written withdrawal	No deposit refund	No deposit refund Plus current Month fee

Please read and sign the following statement:

I understand the tuition and deposit guidelines stated above. I also agree to provide the MDO office with a 30 day written withdrawal notice and pay all fees owed, if my child cannot continue in the program for any reason. A withdrawal form can be found on the website or in the main office.

Parent Signature _____ Date _____

OFFICE USE ONLY:

Date & Time Rec'd: _____ Cash or Check# _____

Absentee Registration: Director's approval needed

I am unable to attend In-Person Registration. I give permission for _____ to submit my registration in my absence and make any necessary changes to days requested or be put on the waitlist if those days are not available.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____