



APPLICATION FOR ENROLLMENT

Child's Name

Child's Date of Birth

Parent/Guardian Information (1)

Parent/Guardian Information (2)

Name _____

Relation to Child _____

Address _____

City/State/Zip _____

Home Phone _____ Work Phone _____

Place of Employment _____

Email Address _____

Cell Phone _____

Name _____

Relation to Child _____

Address _____

City/State/Zip _____

Home Phone _____ Work Phone _____

Place of Employment _____

Email Address _____

Cell Phone _____

**please indicate preferred method of contact above*

Date Care Needed _____

Child's Current Care Situation (please check all that apply)

_____ at home full time _____ at home part time _____ family child care _____ center child care _____
 (center's name)

Anticipated Schedule for your child: (e.g., 8:00-5:15)

Monday	Tuesday	Wednesday	Thursday	Friday

Referred from: _____

1. An application fee of \$50 per child is non-refundable and required for placement on the waiting list.
2. When an opening becomes available, a family has two business days to respond. If a family decides to accept the opening, payment of the first month's tuition plus the one-time \$300 enrollment fee per family is due within two business days of acceptance to secure the opening.
3. The first month's tuition payment is non-refundable.
4. The enrollment fee is non-refundable unless your child/children are attending a minimum of 60 days and withdraw from The Learning Gardens with a 30-day written notice with final day falling on the 14th or the last day of the month.
5. For subsequent tuition payments, the full month's tuition is due on the 3rd business day of each month, if paying by check. If paying by auto-withdrawal, ½ month's tuition is due on the 1st and the 15th of each month.
6. There is a \$75 annual classroom materials fee, which will be due upon enrollment and each September 1st thereafter, while enrolled at The Learning Gardens.

I understand and will comply with statement of articles 1- 6 in regards to fees.

I understand that my electronic signature below is the legal equivalent of my manual signature and applies to my application for The Learning Gardens

Parent Signature: _____

(office use only)

Application Submitted _____ Enrollment Fee (\$300.00) _____

Fees paid (date, amount, check #) Application (\$50.00) _____ Date of First Month's Tuition Collected _____

- Entered in ProCare:
- WL Confirm Sent:
- Enrollment Offered:
- Enrollment Accepted:
- Start Date:

- Application CC'd for Classroom
- EF Tuition Charged:
- MF Charged
- Enrollment Forms Sent:
- Enrollment Forms Rec'd:

- Enrollment Forms CC'd:
- File Complete
- Attendance Sheet Complete
- Mailbox
- Computer Codes Print