

# The Mission Church Academy

Early Childhood Learning Center

## Student Registration Form 2022-2023



### STUDENT INFORMATION:

Student Name: \_\_\_\_\_

D/O/B: \_\_\_\_\_

Parent or Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Does wear glasses or contacts: \_\_\_\_\_ Is student "potty trained?": \_\_\_\_\_

**Allergies:** \_\_\_\_\_

Pediatrician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Medications, Medical/Physical conditions, or Special Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prior broken bones, injuries, or deformities: \_\_\_\_\_

\_\_\_\_\_

Is the child the subject of a Custody/Visitation Order? \_\_\_\_\_

*\*If yes, please provide necessary paperwork if needed.*

How did you become aware of the Academy? \_\_\_\_\_

\_\_\_\_\_

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### PROGRAMS & TIMETABLE

#### Please circle/check all that apply:

**Infant Program:** Tuition based on an Annual/Monthly Basis per need (on a \$12.00 per hour rate; 4 hours minimum per week.).

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*)
- ✓ \$50.00 Supply Fee (*non-refundable*)

Please complete drop off and pick up days and times below:

- Mondays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Tuesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Wednesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Thursdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Fridays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm

#### Daily Program Days for Toddlers & Preschool 3's & 4's are as follows:

- (2) Day Options: Tuesday & Thursdays
- (3) Day Options: Monday/Wednesday/Friday
- (5) Day Options: Monday-Friday

#### Toddler Program: (9am-12pm)

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*)
- ✓ \$50.00 Supply Fee (*non-refundable*)

#### Tuition:

- (2) Day=\$250.00 per month (3) Day: \$330.00 per month
- (4) Day: \$410.00 per month (5) Day = \$490.00 per month

**Extended Time:** Additional \$10.00 per hour

- Mondays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Tuesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Wednesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Thursdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Fridays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm

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### Three-Year-Old Program (9am-12pm)

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*)
- ✓ \$50.00 Supply Fee (*non-refundable*)

#### Tuition:

- (2) Day=\$240.00 per month (3) Day: \$320.00 per month
- (5) Day = \$480.00 per month

#### Extended Time: Additional \$10.00 per hour

- Mondays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Tuesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Wednesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Thursdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Fridays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm

### Four-Year-Old Program (9am-12pm)

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*)
- ✓ \$50.00 Supply Fee (*non-refundable*)

#### Tuition: (2) Day: \$260.00 (3) Day: \$270.00 per month (5) Day = \$440.00 per month

#### Extended Time: Additional \$10.00 per hour

- Mondays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Tuesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Wednesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Thursdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Fridays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm

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### Enrichment Program (5 Days; Four -Year -Old Program: 9am-12:00pm)

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*)
- ✓ \$50.00 Supply Fee (*non-refundable*)

**Tuition:** \$440.00

**Extended Time:** Additional \$10.00 per hour

- Mondays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Tuesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Wednesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Thursdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Fridays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm

### Progressive Bridge/Kindergarten Full Day Program (9:00am-3:00pm)

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*)
- ✓ \$275.00 Supply Fee (*non-refundable*)

**Tuition:** \$6600.00 per year or a payment plan of \$660.00 per month

**Extended Time:** Additional \$10.00 per hour

- Mondays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Tuesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Wednesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Thursdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Fridays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm

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### **Morning Faith Based Program (Academy Toddlers-Kindergarten: (7am-9am/8am-9am):**

Tuition: \$10 per hour

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*)
- ✓ \$50.00 Supply Fee (*non-refundable*)
  
- Morning Faith Based: 5 Days (7am-9:00am)
- Morning Faith Based 3 Days (7am-9:00am)
- Morning Faith Based 2 Days (7am-9:00am)
- Morning Faith Based: 5 Days (8am-9:00am)
- Morning Faith Based 3 Days (8am-9:00am)
- Morning Faith Based 2 Days (8am-9:00am)

### **BEFORE & AFTER SCHOOL AGE CARE TUITION**

***\*Please note there is no before or after care on days where the Academy is scheduled to be closed. Please refer to the Academy calendar.***

Tuition: \$10:00 per hour

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*)
- ✓ \$50.00 Supply Fee (*non-refundable*)
  
- Morning Faith Based: 5 Days (7am-8:50am)
- Morning Faith Based 3 Days (7am-8:50am)
- Morning Faith Based 2 Days (7am-8:50am)
  
- Morning Faith Based: 5 Days (8am-8:50am)
- Morning Faith Based 3 Days (8am-8:50am)
- Morning Faith Based 2 Days (8am-8:50am)
  
- Adventure Care: 5 Days (4pm-6pm)
- Adventure Care: 3 Days (4pm-6pm)
- Adventure Care: 2 Days (4pm-6pm)

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### After School Adventure Care (12pm-6pm)

**Tuition:** \$10.00 per hour

**Supply Fee:** \$50.00

- Mondays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Tuesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Wednesdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Thursdays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm
- Fridays: Time Frame:** \_\_\_\_\_ am \_\_\_\_\_ pm

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### PARENT/GUARDIAN INFORMATION

<b>Mother/Guardian Information</b>		
Name:		
Address:		
Home Phone:	Cell Phone:	Other Phone:
Email Address:		

<b>Father/Guardian Information</b>		
Name:		
Address:		
Home Phone:	Cell Phone:	Other Phone:
Email Address:		

<b>First Emergency Contact Information (other than parent/guardian)</b>		
Name:		
Address:		
Home Phone:	Cell Phone:	Other Phone:
Email Address:		
Authorized for Pick-up of Student?		
Signature of Parent/Guardian Authorizing Pick-up by above		

<b>Second Emergency Contact Information (other than parent/guardian)</b>		
Name:		
Address:		
Home Phone:	Cell Phone:	Other Phone:
Email Address:		
Authorized for Pick-up of Student?		

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Signature of Parent/Guardian Authorizing Pick-up by above

### **MISSION CHURCH MEMBERSHIP DISCOUNT** (for official church members only)

Will you be applying for a Member Discount? **Y** or **N** (Must meet criteria as outlined in T.M.C. membership definition form)

### **Sibling Discount(s)**

- 10% reduction in tuition for the second child enrolled simultaneously at The Mission Church Academy
- 15% reduction in tuition for the third child enrolled simultaneously at The Mission Church Academy.
- 20% reduction in tuition for the fourth child enrolled simultaneously at The Mission Church Academy

### **Military Waiver** (For Active-Duty U. S. Parent/Legal Guardians)

The Mission Church Academy is honored to serve U.S. military families. Qualified families are eligible to receive a registration fee waiver for those families enrolling one or more students.

### **IMMUNIZATIONS, MEDICAL EXAMINAT AND LEAD SCREENING**

In accordance with DCDH regulations, in order for your child to begin attending the Academy, proof must be presented that they have received a complete medical examination by a physician within six (6) months prior to the start of session, accompanied by a written statement giving assurance that there is no medical reason which would prohibit attendance. In addition, proof must be presented indicating that your child has received immunization against; Rubeola (measles), Rubella, Mumps, Diphtheria, Tetanus, Pertussis, Poliomyelitis, Haemophilus Influenzae type b and Hepatitis B, when there are no medical contraindications documented by a physician's certificate. Lastly, prior to or within three (3) months into session attendance, a copy of a Certificate of Lead Screening for your child shall be presented to the Academy for record. When no documentation of Lead Screening exists, the Academy shall provide by waiver to the parent(s) or guardian(s) of a child, information concerning Lead Poisoning and Lead Poisoning Prevention and refer the child's parent(s) or guardian(s) to a physician or to the Local Health Unit to obtain a blood lead test.

Initial/Sign: \_\_\_\_\_



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### **TUITION OBLIGATION AND ENROLLMENT POLICY AGREEMENT**

Please note the below required payments:

**Monthly Tuition:** the parent(s) or guardian(s) of the above student acknowledge and agree to pay the monthly tuition due on the first day of each month.

**Registration Fees:** a non-refundable \$225.00 registration fee (\$150.00 for each additional sibling) and non-refundable first month's tuition payment is due at the time of registration in addition to fees for books and supplies.

**Advanced Final Payment:** an advance payment of the tenth prorated payment is due the first day of the upcoming school year.

**Bank Service Fees:** returned or rejected payments shall be assessed a bank service fee.

**Late Tuition Payments:** late tuition payments shall be assessed penalty fees (\$25.00 after the 1<sup>st</sup> of each month, \$20.00 after the 11<sup>th</sup> day of the month) in accordance with the Academy's "Tuition Policy/Agreement." Failure to pay late tuition payments will result in student's suspension.

**Please note the following from the Academy's "Tuition Policy/Agreement."**

1. One month's tuition is expected at the time of registration as well as the student's registration fee and books/supplies fee cost. This will secure placement for your child in the designated Academic School year and is nonrefundable. An advance payment of the tenth prorated payment is due the first day of the upcoming school year.
2. Tuition is due the first of each month. (If the first falls on a weekend or closed school day, payment is due the following business day.)
3. Late tuition will result in a \$25.00 late fee.
  - a. After the 11<sup>th</sup> day of the month an additional \$20.00 late fee will be assessed accompanied by an email, letter, text, and/or phone call from the treasurer.
  - b. After the 15<sup>th</sup> of the month failure to pay the outlined charges will result in suspension of student attendance accompanied by email notification, letter, text, and or follow up phone call from the treasurer.
4. All checks should be made payable to "The Mission Church."
5. Cash is accepted but must be personally given to an administrator at the front desk to receive a receipt. Please do not send any form of money in your child's backpack/folder/or in your child's possession at any time. The Mission Church Academy is not responsible for lost or missing money.
6. Payments may also be paid online at [tmcacademy.com](http://tmcacademy.com).

Initial/Sign\_\_\_\_\_

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**AFFIRMATION**

I/we affirm that I/we have entered into the registration & enrollment of the above student and the associated Tuition Obligation and Enrollment Contract of my/our own free will and in the absence of coercion and or duress, and further fully understand the terms & conditions contained herein. I/we affirm under penalty of possible student dismissal, that the information provided above is truthful and without error. I also understand that my child cannot begin to attend TMC ACADEMY & PRESCHOOL unless they have received the required physical examination and immunizations

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_