



Diamond Street Early Childhood Center Childcare Application and Agreement Form

Child's Information

Child's Name: _____ DOB: _____ Gender: _____
 Parent's Name: _____ Email: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____ Elementary School: _____
 Family 4-digit Door Code (must not begin with 0): ____ ____ ____ ____ Alternate door code: ____ ____ ____ ____
 Ethnicity (optional) _____ Church Affiliation _____

Tuition and Permissions Information: please check

Tuition: _____ Per week Discounts: _____ Start Date: _____
 I will receive tuition assistance from an outside agency: No ___ / Yes (name of agency) _____
 As _____'s legal guardian, I have reviewed DSECC's policies and agree to fully comply with the policies.
 Parent/Guardian's Signature: _____ Date: _____
 Director's Signature: _____ Date: _____

(Please initial to agree) I, the Parent/Guardian agree to the following billing agreements:

- _____ Tuition is due Thursday prior to week of service. \$10 Late fee will apply if not paid by close of business Friday
- _____ NSF returns will result in a return fee of \$25
- _____ Over time fees for care exceeding 9.5 hours daily or 48 hours weekly will be applied weekly
- _____ Late pick up fees of \$20 for the first 15 minutes and \$2 per minute after that will apply after 5:30pm
- _____ I understand that I may withdraw my child with two week's minimum written notice

(Please initial to indicate "yes") I, the parent/guardian give permission for:

- _____ Staff may apply sunscreen, diaper cream and lotion I provide in the original containers.
- _____ DSECC has permission to communicate with my child's Elementary School regarding my child.
- _____ My child's allergy, medical alerts and therapeutic supports may be posted for staff use in nonpublic locations.
- _____ I will provide a copy of my child's IEP/IFSP
- _____ My child may be released to the individuals listed on the emergency contact form.

Photo and Video Permissions: DSECC may take photos of my child and use/display them:

_____ in the Center _____ during Center Events _____ for community outreach _____ on Social Media/Website

Schedule Information: please write in arrival and pick up times

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

Terms and Conditions

Registration Fee: There is a \$75 per family registration due at initial registration. (Not applicable for Pre-K Counts or ELRC)

Tuition: First week of tuition is due at registration. All other tuition payments are due on Thursday for the following week. We offer an automatic payment program, Tuition Express ACH. Tuition Express ACH automatically withdraws tuition payments from your account each week. Parents will also sign up for an online account where they can review all transactions and print out the year-end statement for tax purposes. The initial registration fee and the first week's tuition can be paid by check or cash (until the ACH is set up). **After that DSECC will not accept checks, only cash and automatic withdrawal through Tuition Express ACH.** If there are insufficient funds in the account, \$25.00 will be charged for administrative costs.

Accounts more than two weeks in arrears may be subject to disenrollment.

Each student is eligible for free days totaling the number of enrolled days per week plus one. Free days must be used during the School Year from September 1st to August 31st and reset with the beginning of the new School Year. (Not applicable for ELRC and Scholarship families)

All classes have minimum enrollment to run. Classes with low enrollment may be canceled. In the event of a cancellation of a class, Diamond Street will make every effort to accommodate those families. If no accommodation is able to be made, Diamond Street will refund your tuition deposit and registration fee.

The half-day Preschool program and Pre-K Counts follows the EASD schedule. All half-day Preschool and Pre-K Counts students who attend DSECC follow the EASD schedule regardless of if your child is part of EASD or not. Please reference Akron Elementary School's webpage, [http://aes.easdpa.org/pages/Akron Elementary School](http://aes.easdpa.org/pages/Akron_Elementary_School), for delay and early dismissal schedule details, as well as EASD's full school year calendar. Your child may attend outside of EASD's schedule ONLY if your child is enrolled in before and/or after school care or wrap care for the year.

-----DO NOT WRITE BELOW THIS LINE-----

Office use only: (circle all applicable)		New Enrollment: Y / N
Infant/Toddler:	Warbler Bluebird Robin	\$75 Registration paid: Y / N
Preschool:	Hummingbird Cardinal Swan Oriole	Full Time Part Time Half Day
School Age:	Owl Eagle Falcon	School Year Summer

6-month update:
 (if you sign this at enrollment, you will have to fill out this whole form again in 6 months)
 I attest that all information on this form is accurate and up to date. Date: _____
 Parent/Guardian's Signature: _____
 Director Signature: _____