



# 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 \_\_\_\_\_ Church Affiliation \_\_\_\_\_

## Schedule Information: please write in arrival and pick up times

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

(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 5:45pm
- \_\_\_\_\_ 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

**Tuition and Permissions Information: please check**

Tuition: \_\_\_\_\_ Per week    Discounts: \_\_\_\_\_ Agreement Start Date: \_\_\_\_\_ Original enrollment 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: \_\_\_\_\_

**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: 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 can be paid by check or cash (until the ACH is set up). 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 1<sup>st</sup> to August 31<sup>st</sup> 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 Pre-K Counts follows the EASD schedule. All 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
<b>6-month update:</b>		
(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: _____		

