



Date/Time Rec'd

## Child Care Registration Form 2019-2020

This completed Registration Form, August and September calendars, and \$50/child non-refundable Registration Fee are due at the WECC Office **no later than Monday, July 15, 2019.**

**Registration Forms without the Registration Fee included will not be accepted.**

A \$15 Card Key Fee will be assessed to every WECC Child Care family.

Child's Name \_\_\_\_\_  
Last First Middle

Preferred Name: \_\_\_\_\_ Birthdate \_\_\_\_\_  Male  Female

Elementary School \_\_\_\_\_ Grade (Fall 2019) \_\_\_\_\_

Preschool Class (i.e. T/Th 3-year-olds) \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Main Contact Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

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

### NOTES:

- 2019-2020 Child Care Dates: August 19, 2019 – June 4, 2020
- K-5<sup>th</sup> Grade School-Year Program is based on your child's grade in the fall of 2019
- Children must be at least three-years-old and toilet-trained to attend WECC Child Care
- Contact Email: Jackie VanderPloeg, WECC Director, at [jvanderp@egrps.org](mailto:jvanderp@egrps.org)
- Contact Email: Teresa Catlin, Preschool/Child Care Billing Specialist, at [tcatin@egrps.org](mailto:tcatin@egrps.org)

## Child Care Fees Payment

- Cashier's Check payable to:** Woodcliff Early Childhood Center. Personal checks will not be accepted.
- Please charge the \$50.00/child non-refundable Child Care Registration Fee to my credit card.**
- Please charge the \$15.00 required Card Key Fee/family to my credit card** (includes 2 Card Keys).
- Please charge the monthly total fees to my credit card.** I understand I will be invoiced on the 1<sup>st</sup> of the month and charges will automatically be withdrawn on the 15<sup>th</sup> of the month for the dates I have chosen for my child.

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

### NOTE:

- Absences do not reduce the amount due. We plan, staff, and prepare for your child regardless if he/she is present or not. To provide the best possible environment for your child and our staff, payment for your monthly commitment is due regardless of attendance.
- Payments not made by the due date, and/or payments returned for non-sufficient funds may result in cancellation of your child's WECC Child Care. You will still be responsible for any charges incurred.

### *Please complete to help us plan for staffing:*

My child will generally need child care on the following days:  Mon  Tues  Wed  Thurs  Fri

My child will generally need child care during the following times:

- Before Preschool
- After Preschool
- All Day (on the days he/she doesn't attend preschool or school)
- Before Elementary School
- After Elementary School