

Enrollment Application

MESSIAH LUTHERAN CHILD CARE
1605 VERNON AVENUE
PARK RIDGE, ILLINOIS 60068
PHONE: 847.825.3767
FAX: 847.823.6996

Office Use only

Date of Admiss. _____

Withdrawal _____

NAME OF CHILD _____ NICKNAME _____

HOME ADDRESS _____ CITY: _____ ZIP: _____

HOME PHONE _____ AGE _____ BIRTH DATE _____ Sex: ☐ F ☐ M

MOTHER'S NAME _____ OCCUPATION _____

MOTHER'S BUSINESS ADDRESS _____ PHONE _____

MOTHER'S MOBILE PHONE _____ MOTHER'S EMAIL ADDRESS _____

MOTHER'S WORKING SCHEDULE (DAYS & HOURS) _____

FATHER'S NAME _____ OCCUPATION _____

FATHER'S BUSINESS ADDRESS _____ PHONE _____

FATHER'S MOBILE PHONE _____ FATHER'S EMAIL ADDRESS _____

FATHER'S WORKING SCHEDULE (DAYS & HOURS) _____

PARENT'S MARITAL STATUS: MARRIED ____ SEPARATED ____ WIDOWED ____ DIVORCED ____ REMARRIED ____ SINGLE ____

IF UNABLE TO LOCATE MOTHER OR FATHER, PLEASE CALL:

NAME _____ ADDRESS _____ PHONE _____

NAME _____ ADDRESS _____ PHONE _____

FAMILY PHYSICIAN _____ PHONE _____

PHYSICIAN'S ADDRESS _____

HOW DID YOU HEAR OF MESSIAH? _____

WHAT IS YOUR CHURCH AFFILIATION? _____

CHURCH NAME _____ ADDRESS _____

CHILDREN WILL BE RELEASED ONLY TO PARENT OR LEGAL GUARDIAN UNLESS OTHERWISE STIPULATED BY WRITTEN REQUEST BY PARENT OR GUARDIAN.

PERSON(S) AUTHORIZED TO PICK UP MY CHILD FROM SCHOOL (INCLUDE PARENTS AND OTHER FAMILY MEMBERS):

NAME, ADDRESS, PHONE _____

NAME, ADDRESS, PHONE _____

NAME, ADDRESS, PHONE _____

NAME, ADDRESS, PHONE _____

NAME, ADDRESS, PHONE _____

IS THERE ANYONE WHO MAY NOT PICK UP YOUR CHILD? PLEASE SPECIFY: _____

OVER PLEASE

MESSIAH LUTHERAN CHILD CARE CENTER is a full service child care center open year round (except on designated legal holidays) Monday through Friday, from 6:30 a.m. until 5:30 p.m.

The Center reserves the right to refuse admittance to, or to send a child home, if in the opinion of the staff, the child is physically ill or has a contagious disease.

In the event of an EMERGENCY, permission is granted for my child to be treated by a local doctor or hospital.

Please specify anything in your child's medical history of which the center should be aware (i.e., allergies).

HEALTH FORMS: The Center requires a current medical report and lead assessment for each child. These forms must be signed by a physician and submitted before the child attends the Center, per state requirements.

TUITION SCHEDULE: Non-refundable registration fee of \$50 and deposit of \$100 must accompany application. Four week's tuition must be paid on or before the first day of child's attendance. This tuition payment will apply to the first two weeks and the last two weeks of the child's attendance at the Center.

Tuition is due and payable at the beginning of each bi-weekly period unless otherwise specified in your tuition contract (i.e. four-week cycle, semester, or annual billing). If the tuition is not paid by the end of the first week of the period, and no written arrangements have been made with the bookkeeper for the payment of this tuition, then the balance of the deposit paid upon acceptance of the child to the Center will entitle the child to one more week in the program. At the end of that second week, the child will no longer be enrolled in the Center. Any child so dropped shall have to go through the regular enrollment procedures and pay such fees as are applicable and shall be re-enrolled subject to space available.

REFUNDS: Tuition is NOT subject to adjustment because of illness or absence. During the summer, your child's tuition will be discounted 50% for one week, if a two-week written notice is given to the Center prior to vacation time. A two-week written notice **PRIOR TO WITHDRAWING A CHILD** is necessary to request the withdrawal of a child.

LATE CHARGES: The following late charges apply if you arrive to pick-up your child after his or her stated **CONTRACT** time:

1 to 5 minutes late =	\$ 4.00
6 to 10 minutes late =	\$ 8.00
11 to 15 minutes late =	\$ 12.00
16 to 20 minutes late =	\$ 16.00
21 to 25 minutes late =	\$ 20.00
26 to 30 minutes late =	\$ 24.00
every minute over 30 minutes late =	an added \$ 2.00 per minute

HOLIDAYS: The Center will be closed New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (Thursday and Friday), Christmas Eve Day and Christmas Day. When holidays fall on Sunday with Monday designated at the legal holiday, that Monday will be observed.

The Messiah Lutheran Child Care Center is a not-for-profit organization of the Messiah Lutheran Church, and children are accepted regardless of race or creed. In signing this application, the parent or guardian agrees to the regulations and procedures herein stated.

Signature _____

Date _____