

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_ Start Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Parents/Guardians \_\_\_\_\_

## Registration Fees

- First year enrollment fee \$250
- Annual Administrative Fee \$150 due on August 1<sup>st</sup> for each child entering the new school year at Green Garden in Sept (to avoid being charged this fee, you must inform us by 7/31 if you are withdrawing from the program, refunds are not given after 8/1).

## Tuition Payments

- Tuition is collected through Tuition Express. Weekly payments are processed each Friday for the following week. Monthly payments are collected on the 1<sup>st</sup> of the month.
- If you chose to pay by cash/check, payments are only accepted on a monthly basis and a \$10 cash/check handling fee is applied to each payment.
- A 3% service fee applies for credit/debit/flex spending card payments.
- A \$30 late payment fee will be assessed to my account each day a payment is not made.

## Schedule Changes

- Due to limited availability and teacher scheduling, we are not able to swap days for part time students. You may add additional days to your schedule if space is available.

## Additional Fees

- \$25 late pick up fee for first 10 minutes after we close, \$2 for each additional minute.
- If your child will be absent, and our office is not notified by 9 AM, a \$10 "finder's fee" will be applied to your account.
- \$10 cash/check handling fee will be applied to each monthly payment made by cash or check.
- \$35 NSF Fee.
- Field Trips to be determined
- Diaper fee of .50c per diaper, wipe fee of \$4 per pack
- Sick child care fee of \$15 for each hour past one hour pick up grace period.

## Contract Termination

- Two weeks' notice is required for withdrawal.

## Program Closures

- We close for the following Holidays: Good Friday (professional development for teachers), Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and the day after, December 24 through January 1st. Payment is required for days we are closed.
- We close at 5:00pm on Halloween and for our annual Curriculum Night.
- We close one day each spring and one day each fall for a professional development day.



**Hours of Operation**  
**Monday through Friday, 7 A.M. to 6:00 P.M.**

## Green Garden Child Development Center

Please circle your campus:

GGCDC-MH  
Toddler/ Preschool Campus  
380 W. 11 Mile Rd.  
Madison Heights, MI 48071

GGCDC-MH  
Infant Campus  
320 W. 11 Mile Rd.  
Madison Heights, MI 48071

GGCDC-HP, South  
Infant/Toddler Campus  
21135 John R  
Hazel Park, MI 48030

GGCDC-HP, North  
Toddler/Preschool Campus  
1123 E. Woodward Heights  
Hazel Park, MI 48030



**Please initial each applicable item**



\_\_\_ I give permission to Green Garden Child Development Center, licensed by the Department of Human Service, to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care.

\_\_\_ I give permission for Green Garden to complete ongoing development screenings and assessments for my child. Results of these screenings and assessments will be provided to me during parent/teacher conferences or sooner if there is a potential developmental concern.

\_\_\_ My child is in good health and able to participate in all activities without restrictions.  
\_\_\_ Or: see restrictions in attached physician's letter

\_\_\_ I give permission for Green Garden to apply diaper ointment as needed for redness or rash on my child. I will supply this ointment and write my child's first and last name on the container (only applicable for children in diapers).

\_\_\_ I acknowledge that I have received a copy of the Parent Handbook and ask questions for clarification. I agree to abide by all policies in the handbook.

\_\_\_ I am aware that Green Garden maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook is available for review during regular business hours. The prior two years are also available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

\_\_\_ Green Garden has permission to apply sunscreen to my child as necessary. I will provide a new bottle of sunscreen each April (no aerosol spray on sunscreen permitted).

\_\_\_ Green Garden has permission to photograph and videotape my child to use for advertising and curriculum purposes.

\_\_\_ I give permission for Green Garden to take my child on walks in the neighborhood surrounding the center. These walks will occur between the hours of 9:00am and 4:30pm.

\_\_\_ I give permission for my child to participate in sensory activities where essential oils are used and I give permission for Green Garden to diffuse essential oils in my child's classroom to promote fresh air and overall good health.

**My child's schedule is as follows:**

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

*Times are essential for appropriate teacher scheduling, if you need to make a schedule change please notify us as soon as possible.*

I will pay tuition (choose one):            Weekly                            Monthly

My tuition will be: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_

Parent's Email \_\_\_\_\_

