

Greater Expectations Learning Center Family Policies and Procedures Registration

Registration is a quick method of "holding a spot" for your child for desired programs. To register your child, parents will need to complete this registration form in full and pay the registration fee.

Desired Start Date ____ / ____ / ____

Today's Date ____ / ____ / ____

Child Information				Family Information	
Name				Main Contact	
Street Address					
City/State/Zip				Street Address	
Permission for GELC to transport to and from school	Parent Signature:			City/State/Zip	
Which School do they attend:	School:	DOB		Phone (Cell)	
Gender	Male Female	Age		Email	

_____ I receive Hamilton County Subsidy
 Case # _____ or
 Parent SS# _____
 _____ Full Pay

Registration Fees

School Year: \$25 per family (Private Pay ONLY)
Transportation Fee (SA only)
 \$25 (see attached for add. Children)
 *Summer Camp: \$25 per child (SA ONLY, SUMMER ONLY)
The Registration Fee is...
 Non-refundable, Non-transferrable

T-Shirt Size (Circle One): Youth Small Youth Medium Youth Large
 Adult Small Adult Medium Adult Large Adult XL

Office Use ONLY

Received By: _____
 Date: _____
 _____ Packet
 _____ Shot Record/Medical
 _____ Reg. Fee
 _____ Trans. Fee



SUMMER CAMP ONLY:

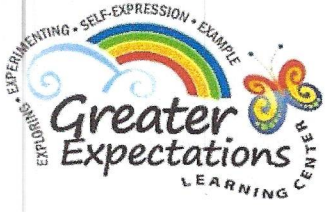
Please check the Camps you would like to register your child for:

Pre Camp (6a-9a) \$15 per week	Summer Camp (9a-4p) \$175 per week	Post Camp (4p-6p) \$15 per week	BOTH Pre and Post Camp \$25

School Age Children/School Year Care

Please put an X for the care you need:

_____ Before School Care 6am-transportation leaves
 _____ After School Care: After school -6pm
 _____ School Days Out ONLY



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Child's Name: _____ DOB: _____

Permission to participate, please check Yes for Permission and No if you do NOT grant Permission:

- Yes No I give my permission for my child to participate in any routine trips or excursions away from the program site, this includes trips to and from school. I understand that transportation for these trips or excursions may be by the GELC bus, walking or a leased bus. Routine trips include but are not limited to the church parking lot, the parking lot next to Little Caesars on Daly Rd, and McEvoy Park on Daly Rd. on Galbraith Rd. During these trips the children will NOT have access to water that is two feet or more in depth.
My School Age Child Attends this school: _____
- Yes No I give my permission for my child to use all of the equipment and participate in all activities of the program, which may include but are not limited to, arts and crafts, nature, science, sports and games, etc.
- Yes No I give permission for my child to be included in evaluations, pictures, newsletters, and marketing pieces associated with the program.
- Yes No Information about my child and their progress in the program may be shared with public school professionals and other professionals working in the center. Information shared will always be in the best interest of my child, and written notification will be provided at each instance.
- Yes No I give my permission for the program to provide routine healthcare, administer prescribed medications, and seek emergency medical treatment. I understand that expenses incurred in obtaining emergency medical treatment are my responsibility.
- Yes No I have received, read, and understand the program Parent Handbook.

I understand:

- That GELC is not responsible for anything that may happen as a result of false information given by a parent or guardian.
- That GELC will not assume responsibility for any child who has not been signed in on arrival or signed out at departure for the day. This is done via the Procure system and a signature on the Sign In and Out forms located in each classroom.
- That the staff of GELC are mandated by state law to report any suspected cases of child abuse or neglect to appropriate authorities for investigation.
- That my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must be either listed on the Emergency Contacts form, or by calling GELC with information of a change. Any person arriving to pick up my child may be asked to show a photo identification. All authorized individuals must be at least 18 years of age.
- That under no circumstances will my child will bring their own toys, which include but are not limited to: personal electronic devices, card games, cell phones or other personal items. If my child does so, the staff will confiscate the item and return it to the parent at the end of the day.
- I understand that if my child will be absent, I need to call and report the absence prior to 9:00 AM. Likewise if they are school agers that do NOT need to be picked up from school please call prior to the end of the school day.
- I understand that GELC is not responsible for lost or stolen items. My child is responsible for their own belongings. Any items that remain unclaimed may be donated.

I have read and fully understand the above policies and authorizations, and do hereby give such authorization as indicated.

Family Signature _____ Date _____

Family Acknowledgements (Initial):

- _____ I understand that program fees are due prior to services rendered.
- _____ I understand that if I withdraw my child from the program I must notify the Administration of GELC.
- _____ I understand that I need to complete the Registration Packet, pay the Registration Fee, supply shot records/Medical statement, and read the Parent Handbook before my child will be officially enrolled in the program.

Payment Policy, please initial:

- _____ Payment is due prior to services rendered. If payment is not received by the Friday before the next week, your child cannot return to the program until the fee is paid.
- _____ If using Hamilton County subsidy, children must be swiped in and out every day. No exceptions.
- _____ Co-Payments must be made for Hamilton County subsidy or you will lose your eligibility.
- _____ Your subsidy must be valid and authorized every day for the appropriate hours. Your child receives ten absences for a six-month period. If you exceed your ten absences within the six-month period or a day was not properly authorized, then you are responsible to pay the daily rate.
- _____ All payments must be made by credit card, through Procure or on-line.
- _____ I have read and understand the Family Handbook.
- _____ Overdue fees are subject to a \$10.00 late fee.
- _____ Balances, including late fees, must be paid in full prior to services continuing. If you owe a balance of any kind your child's enrollment will be put on hold until the balance is paid. If the balance is left hanging and there is a waiting list for the classroom, you are in jeopardy of losing your spot.
- _____ We close at 6:00pm, after a 5 minute grace period (6:05pm) you will be charged \$1.00 per minute per child you are late. The late fee is due prior to your child(ren) attending the next day.
- _____ There is a \$25.00 Transportation Fee that is due at the time of registration and prior to the transportation of your child to and from school. The fee is for the entire school year. A scale for multiple children is available.

I have read and fully understand the above payment policies and agree to adhere to them. I understand that if I do not adhere to these policies my child will not be able to attend until I am in compliance.

Parent Signature _____ **Date** _____

ADDITIONAL CONTACTS

I would like to give permission for the following people to be able to pick up my child:

Name	Relationship to Child	Main Phone Number	Additional Number

Please remember that when these individuals come to pick up your child we will ask for their ID to make sure it matches the information you have provided. If they do not have their ID, we will not allow them to take your child with them. Please understand this is for the safety of your children.