

Merritt's Chapel After-School Program

Registration Form

1040 Farrington Point Road, Chapel Hill, NC 27517 * Phone #: (919) 968-1184

Child's Name:

Gender: Male: _____ Female

Birthday: _____

Grade:

Mother/Guardian Name:

Father/Guardian Name:

Address: _____

Address:

Home Phone:

Home Phone:

Cell Phone:

Cell Phone:

Place of Employment:

Place of Employment:

Work Phone: _____

Work Phone:

Are there any medical conditions we should be aware of concerning your child? If so, please list and explain:

Emergency Information:

Doctor's Name:

Doctor's Phone Number:

Medical Insurance Information:

Primary: Name

ID Number:

Secondary: Name

ID Number:

Emergency Contact Information: (other than parent or guardian)

Name:

Home Phone:

Work Phone:

Cell Phone:

Please list all persons who have permission to pick up your child from the After-School Program:

Name:

Phone after 6:00:

Name:

Phone after 6:00:

Name:

Phone after 6:00:

Merritt's Chapel After-School Program Contract

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- I understand the Merritt's Chapel After-School program follows the official calendar of the North Chatham Schools. We will be opened during Teacher Workdays but closed during school holidays and inclement weather days.
- I understand that I am responsible for a \$25.00 non-refundable registration fee is due at enrollment for first-time enrollees.
- I understand that I am responsible for payment of tuition, per the following table that is applicable to my child. Monthly tuition is due on the first day of the month. If the 5th day falls on a weekend or holiday, payment is due on the first day following the weekend or holiday. Late fees of \$20.00 will be charged after the 5th day of the month. Late fees are due with tuition. If the account is not settled, enrollment will be terminated, if the past due account is not settled by the past-due-payment date. Past due accounts must be paid in cash. The following is the list of tuition fees:

Status	Monthly Tuition	Payment Information
Full-Time	\$180.00 per month	September – May (Payable on the 1 st day of each month)
Part-Time	\$130.00 (3 days or less per week)	September-May (Payable on the 1 st day of each month)
Drop Ins:	\$20.00 per day	Payable each day
Teacher Workdays	\$30.00 per day	Payable 2-weeks in advance

- I understand that pre-registration is required for Teacher Workdays. I understand that I must register my child for the Teacher Workday 2-weeks in advance. I also understand that I as the parent must provide lunch for my child on those days.
- I understand that if I have a check returned by the bank, I must pay within 5 working days upon notification by Merritt's staff. If I do not pay the returned check in a timely manner there will be an immediate termination of services. A returned check fee of \$25 is charged on all returned checks.
- I will give 2-week notice in writing to Merritt's Chapel prior to withdrawal from the after school program and I am responsible for payment of fees through the end of the bill cycle in which I withdraw. If I enroll and withdraw within the same cycle I owe for one full cycle. I understand that I am responsible for fees even if my child is absent from the after school program. There is no credit for leaving the program early on any given day.
- I understand that a late pick up fee of \$20 is charged per child for the first 10 minute period or any portion thereof. After the first 10 minute period one dollar per minute per child will be added to the late pick-up fee. Payment of this fee must be made within the following 5 business days.
- I will update my child's emergency and other pertinent information if changes occur. It is my responsibility to sign my child out on the designated form when leaving the after school program. I understand that children may be signed out ONLY by me or those persons I have named on the registration form.
- If a medical emergency arises, the after-school program staff will attempt to contact me. If the emergency is such that immediate hospital attention is necessary, an ambulance may take my child to the closest hospital.

- I have read and agree to the Policy and Procedures Handbook. This handbook addresses all other issues related to this program including health policies, conduct and behavior expectations, inclement weather procedures, and hours of operation.

I agree to the stated policies and procedures and the Fee Schedule for the Merritt's Chapel After-School Program. I give my permission for my child to participate in this program.

Signature: _____ Date: _____ Relationship to
child: _____