

Arco Iris Bilingual Children's Center Registration and Enrollment Form

Child's Name Last: _____ First: _____ M.I.: _____		Nickname Used _____	Birth Date ____/____/____
Primary Contact Person Name: _____	Relationship: _____	Cell Phone # () - _____	Alternative Phone # () - _____
Secondary Contact Person Name: _____	Relationship: _____	Cell Phone # () - _____	Alternative Phone # () - _____
What is the Race/Ethnicity? <u>Circle One:</u> Hispanic/Latino / Black/African-American / White / Asian / Native American / Other Race/Ethnicity: _____			
Primary language spoken at home: Other than the primary language, list other languages are spoken at home: _____			
Individualized Family Service Plan (IFSP) / Individualized Education Program (IEP) Enrollment Confirmation, and Payment			
Arco Iris welcomes everyone! If your child has been diagnosed with IFSP/IEP (either before or while enrolled at Arco Iris), then you <u>must</u> provide a copy of this documentation. Failure to do so may result in the termination of services. If your child requires one-on-one service, then Arco Iris is not equipped to provide that ratio but will happily provide you resources in locating a more adequate preschool.			
Please enroll my child(ren) at Arco Iris Bilingual Children's Center. I agree to pay the registration fee of \$165.00, follow the rules in the Parent Handbook, and pay one of the following rates below. If a family enrolls two children <u>and isn't receiving any other scholarships or vouchers or similar forms of assistance</u> , a 5% sibling discount applies to the tuition of the lower-priced child.			
Tuition Rates: ☐ 2-Year-Olds (Weekly): \$ 400 ☐ 3-to-5-Year-Olds (Weekly): \$ 370 ☐ Optional Before/After Care: \$ 190			
Sibling discount? ☐ Yes, a 5% discount will be deducted from the lowest-priced tuition. ☐ No			
Primary Contact Name, Signature, and Email			
Secondary Contact Name, Signature, and Email			
Carolina Reyes (electronically signed)			
Signature, Arco Iris Bilingual Children's Center, Director			
OFFICE USE ONLY:		CLASSROOM NAME:	
Desired Start Date: _____			
Notes:			

Arco Iris Bilingual Children's Center (AIBCC) Registration and Enrollment Form

I hereby acknowledge that I have filled out all the required documentation as stipulated in the Parent Handbook, paid for the registration fee, paid the tuition deposit, and by signing the acknowledgement below agree to all the rules, requirements, conditions, as well as my responsibilities. I also hereby agree to the following tuition policies regarding payments:

1. To pay the child registration fee see page 1 of this form for the rate. See the Enrollment and Tuition & Rates Fee section of the Parent Handbook for more information.
2. To pay at least the weekly tuition as well as the weekly rate for Before/After Care; see page 1 of this form for the rates. Siblings get a 5% discount off the lowest-priced tuition when the family isn't getting a scholarship or vouchers or any form of assistance. See the Enrollment and Tuition & Rates Fee sections of the Parent Handbook for more information.
3. To give AIBCC fourteen (14) days written notice if I will need to withdraw my child(ren). Written notice must be given to the Director or the Assistant Director. Not doing so will void your right to any refunds. See the Enrollment and Withdrawal sections in the Parent Handbook for more information.
4. To give the AIBCC Director or Assistant Director a written statement with any changes in my child(ren)'s daily schedule two (2) weeks prior to the effective change in said schedule. See the Tuition & Rates Fee and Communication sections of the Parent Handbook for more information.
5. Acknowledge that tuition rates are based on a weekly or bi-weekly rate and there will be **NO TUITION REFUNDS** due to illness, inclement weather, labor strikes, vacation time, power and/or water outages, professional development days/events, holiday closings, or other legitimate conditions beyond the control of AIBCC. See the Tuition & Rates Fee section of the Parent Handbook for more information.
6. Acknowledge that checks will no longer be accepted as a means of payment; only the Brightwheel platform (using credit card or ACH payments) and cash will be accepted. See the Tuition & Rates Fee section of the Parent Handbook for more information.
7. To pay a late fee of \$50 if, for whatever reason, an account is not paid by 5:30 pm on the due date (or thereafter). **It is your responsibility to ensure that your bank has sufficient funds to cover the tuition.** See the Tuition & Rates Fee section of the Parent Handbook for more information.
8. To pay a \$150 Summer Hold Fee (per child, per month) if my child will not attend AIBCC between the graduation date in June and the first week of school. This is a flat rate and is for both single children and multiple children of a family attending AIBCC. See the Tuition & Rates Fee section of the Parent Handbook for more information.
9. AIBCC will be closed for one week in August; see the latest calendar for exact dates. See the Tuition & Rates Fee section of the Parent Handbook for more information.
10. To pay tuition during the late December closing. See the Tuition & Rates Fee and Absences, Holidays, and Closings sections of the Parent Handbook for more information.
11. To notify the AIBCC Director or Assistant Director when my 2-year-old child turns 3 years old so that the lower tuition rate can become effective; failure to notify AIBCC will result in the higher tuition rate for the month. There will be no refunds for days/weeks under the higher rate. See the Tuition & Rates Fee section of the Parent Handbook for more information.
12. To notify AIBCC **by phone** if I anticipate arriving after 9 am, or if my child(ren) will be absent for the day, or if I will be late in picking up my child(ren) child at the end of the day. If I do not arrive by 5:30 pm (according to the teacher's watch or the clock by the sign-in sheet), **an overtime charge of \$5 for the first five minutes and \$2 for every minute thereafter will be charged. This will be paid in cash immediately to the teacher. A failure to pay in cash will result in the charge being applied to the Brightwheel payment platform, plus 5% to cover processing charges and banking wire fees.** See the Drop-off and Pick-up Policy and the Tuition & Rates Fee sections of the Parent Handbook for more information.
13. To have children in Head Start (if applicable) be at AIBCC by 8:30 am. Head Start hours are from 8:30 am to 3 pm; any Head Start children before or after these hours must be enrolled in Before/After Care and pay the required fee. See the Tuition & Rates Fee section of the Parent Handbook for more information.
14. To be aware of the Maryland Childcare Scholarship portal and notifications. By not doing so, you run the risk of losing your yearly childcare scholarship. If this occurs, then you will be responsible for paying any relevant tuition and fees. See the Tuition & Rates Fee section of the Parent Handbook for more information.
15. Acknowledge that there will be a yearly increase in tuition costs and that AIBCC reserves the right to make changes in tuition rates and/or policies at will. Any such changes will be made known to me in writing or verbally, and every attempt will be made to give me at least one week's notice of such changes. See the Tuition & Rates Fee section of the Parent Handbook for more information.