

Trinity Weekday Ministries
Extended Care Registration Form
Connie Hebert, Director

Child's Full Name _____ Teacher _____

Mother's Name _____ Father's Name _____

Home # _____ Home # _____

Work # _____ Work # _____

Cell # _____ Cell # _____

Please list the name of 2 emergency contacts in case parents or guardians cannot be reached.

Name _____ Name _____

Phone # _____ Relationship _____ Phone # _____ Relationship _____

I hereby authorize the day care facility to allow my child to leave the childcare facility ONLY with the following persons.

Name _____ Name _____

Phone # _____ Phone # _____

List any special problems that your child may have, such as allergies, existing illnesses, previous serious illnesses, injuries during the past 12 months, any medication prescribed for long term continuous use, and any other information which staff should be aware of:

Signature of Parent or Legal Guardian

Date

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the person in charge to take my child to: (ALL BLANKS MUST BE FILLED IN!!)

Name of Physician _____ Name of Hospital _____

Phone # _____ Phone # _____

I give consent for this facility to secure any and all necessary emergency medical care for my child.

Signature of Parent or Legal Guardian

Date

ENROLLMENT POLICY

Enrollment of the child in the **Extended Care Program** at Trinity Weekday Ministries obligates the parents or guardian to pay tuition for 9 months regardless of attendance. If a student is to be withdrawn, **two weeks notice of intention to withdraw must officially be given to the school office.** Tuition is then payable to the end of the current month in which the child is withdrawn.

TUITION FEES

Tuition is due on the first day of each month and is considered late after the 5th of the month. Tuition will be paid in the months of July and October through May.

REGISTRATION FEE

A registration fee of \$25 is applied toward supplies and refreshments. This fee is due upon enrollment of the child and is a **NON-REFUNDABLE FEE.**

HOURS

Extended Care Program hours are 7:45 a.m. – 9:00 a.m. and 1:00 p.m. – 3:00 p.m. Children must be picked up **by 3:00 p.m.**

Signature of Parent or Legal Guardian

Date