

To enroll your child in the Early Learning Center program at 225 SW 12th, Topeka, please complete the attached enrollment forms filling in every line of each form. Please read through this packet completely. If you have questions, you may contact Star Robinson, ELC Director at 785.233.1750 x345. **The first week's tuition and the registration fee are due with this completed application packet prior to the first week your child attends ELC. Enrollment is final once it is confirmed by Youth Services.**

### **Program Hours & Fees...**

- Hours: 6:30 AM – 5:30 PM daily Monday – Friday
- Enrollment Fee: \$25 per child **Non-refundable, due with application**
- 6 weeks – 1 year (infants): \$175.00 / weekly
- 1 yr – 2 ½ years (toddlers): \$155.00 / weekly
- Non -potty trained preschool age: \$143.00 / weekly
- 2 ½ years- school age (preschool and pre-k): \$116.00 / weekly
- HeadStart children: \$100.00 / weekly
- Part time care: \$100.00 / weekly (same 3 days or 25 hours; relinquish spot if needed for full time)
- **All children must be picked up by 5:30 to avoid the late charge conditions.**

### **FEE POLICIES**

1. The cost of the program remains the same whether your child attends or not. There are no refunds, make-up days, or credits for days missed, including snow days. Your fee is weekly, regardless of the number of days your child attends. **You will be billed for YWCA holidays.** See holiday listing provided.
2. If your child has a prolonged illness for two weeks or more, the fee will be reduced to half, to hold a place open and allow your child's name to remain on the active enrollment. The Assistant Director must be notified.
3. ELC is a **PRE-PAY** program. Payment is due on Friday for the upcoming week. **Failure to pay promptly may result in termination of services.**
4. Statements are sent once a month to show activity on your account. We do not send bills, as no one should have a balance. **Do not** wait for your statement to make a payment. A late fee of \$10.00 will be applied to all accounts over 14 days past due. A child may be suspended from the program if the account balance is over 21 days past due. Please feel free to contact the finance department to discuss your account balance at any time.
5. A **two week written notice** must be submitted to and confirmed by the Assistant Director, Star Robinson, before terminating your child from the program. **Failure to give notice will result in continued fees.**
6. Check, cash, money order, or credit cards are accepted as payment. Please write your child's name and ELC on each check. Make checks payable to the YWCA. Receipts will be written for cash payments only. Payments may be put in the lock box on the ELC office's door. Please contact Naomi at x240 if you would like to pay by phone.

Children are accepted in the YWCA programs without regard to race, color, religion, economic background, national origin, or ability. ELC is a licensed preschool program by the Kansas Department of Health and Environment and the Child and Adult Care Food Program. Breakfast, lunch, afternoon snack are provided. Parents/guardians can visit the preschool at any time and are welcome to join the activities.

**Contact Star Robinson for more information, 785-233-1750 ext 345**

Please indicate start date: \_\_\_\_\_

**YWCA Early Learning Center  
Program Application 2009-2010  
Monday – Friday, 6:30am – 5:30pm**

Application **must** be completed and approved **before** your child may attend.

(Circle One) 6 wks – 1 yr    1 yr – 2½ yrs    2 ½ - 4 yrs    4 yrs - School age    Head Start    Part-Time

Indicate Days of Attendance: \_\_\_\_\_ Mon    \_\_\_\_\_ Tues    \_\_\_\_\_ Wed    \_\_\_\_\_ Thurs    \_\_\_\_\_ Fri

Indicate Time of Attendance: Arrival Time \_\_\_\_\_ Pick Up Time \_\_\_\_\_

Meals served during care: (check all that apply) \_\_\_\_\_ Breakfast    \_\_\_\_\_ Lunch    \_\_\_\_\_ PM Snack

CHILD'S NAME \_\_\_\_\_

SEX \_\_\_\_\_ AGE \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ OCCUPATION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ EXT \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ OCCUPATION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ EXT \_\_\_\_\_

CHILD LIVES WITH: BOTH PARENTS \_\_\_\_\_ MOTHER \_\_\_\_\_ FATHER \_\_\_\_\_ OTHER \_\_\_\_\_

SRS ASSISTANCE \_\_\_\_\_ (MUST complete the SRS contract before starting)

**EMERGENCY CONTACTS/AUTHORIZED PICK-UP PERSONS:** PLEASE LIST **AT LEAST 2 PEOPLE**, IN ORDER OF PREFERENCE, **OTHER THAN PARENTS**, WHO LIVE IN THE **TOPEKA AREA**.  
*Please assure a complete mailing address is provided. Use additional sheet if necessary.*

NAME \_\_\_\_\_ HOME # \_\_\_\_\_ WORK # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CELL# \_\_\_\_\_

NAME \_\_\_\_\_ HOME # \_\_\_\_\_ WORK # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CELL# \_\_\_\_\_

CHILDREN ARE ACCEPTED IN YWCA PROGRAMS WITHOUT REGARD TO RACE, COLOR, RELIGION, ECONOMIC BACKGROUND, NATIONAL ORIGIN, or ABILITY.

YWCA Early Learning Center: 225 SW 12<sup>th</sup> Street, Topeka KS 66612 785-233-1750  
Member Agency United Way of Greater Topeka

YWCA CHILDCARE PROGRAMS ARE EDUCATIONAL IN NATURE AND LICENSED BY THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT.

**YWCA Early Learning Center Program**  
**FINANCIAL AGREEMENT**  
**Terms and Conditions**

**Registration Fee** \$25.00 **Non Refundable** (must accompany the completed application)

**Weekly Rates** (circle one)

\$175.00 6 weeks – 1 year

\$155.00 1 year – 2 ½ years

\$143.00 Non-potty trained preschoolers

\$116.00 2 ½ years – School age (preschool and pre-k)

\$100.00 HeadStart \_\_\_\_\_ to \_\_\_\_\_  
(beginning date) (ending date)

\$100.00 Part-time (same 3 days or 25 hours; relinquish spot if needed for full time)

**Late Pick - Up Charge** \$1 per minute per child past 5:30 PM

**Late Payment Charge** \$10 if not paid by 14<sup>th</sup> of each month with possible suspension after 21 days past due.

**Agreement:** I desire to enroll my child, \_\_\_\_\_, in the YWCA Early Learning Center Program.

**Notice:** All children's records are kept confidential and will not be shared with anyone except parent or guardian. If you receive SRS assistance and have questions, you may contact Star at 233.1750 x345.

**Termination:** A written two-week notice is required for termination. Tuition will be charged two weeks after written notice of termination is received. This notice must be given to YWCA, 225 SW 12<sup>th</sup> Street, Topeka, KS 66612, attn: Star Robinson, ELC Assistant Director.

**Tuition agreement:** I agree to pay the tuition as stated above. I understand tuition is due every Friday for the up coming week. I understand if I fail to pay my tuition and my account balance is over 14 days past due, a \$10 late fee will be charged to my account and my child (ren) may be suspended from care until payment is received. I agree to pay any late fees assessed. I understand that there will be no credits issued for absences due to illness or other causes. Any charges not covered by SRS will be my responsibility. I assume personal and individual responsibility for all charges. I have read, understood, and agree to these terms and conditions.

**SRS Families:** Submit a signed SRS contract prior to starting the ELC program. Any charges not covered by SRS will be the responsibility of the parent/guardian.

\_\_\_\_\_  
*Signature of Responsible Party*

\_\_\_\_\_  
*Date*

