Learning Tree Development Center

Reservation Form and Financial Agreement

Spring Semester 2018: January 11 – May 4

Please complete both sides of this form. Applications will not be accepted unless all lines are completed. **Please print**.

Child’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name your child goes by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_\_\_\_\_\_\_\_ Present Age: \_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: Home/Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Can you accept Text Messages? Yes NO

Address to which information should be sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To qualify for student rates, you need to turn in a copy of your class schedule with this form. Failure to do so will result in you being charged the non-student rate.**

**Rate will be changed once we receive your schedule. We will NOT change any previous charges.**

\*\*Office Use: Date turned in and registration fee paid: \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \*\*

Requested Schedule. Please indicate the EXACT Hours needed for child care, not your class times. Remember to allow time to get to and from your classes.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Start Time | End Time |  Total # of hours |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

Things to remember:

\*First Priority is given to currently enrolled families

\*For NEW families, priority is given to students of NCC, then to Faculty/Staff, then to the community.

\*We offer a 10% discount off of the older child for families with 2 children. Families with 3 or more receive a 10% discount off the entire bill.

\*We offer a 10% Veterans discount. We need a copy of your Military Issued ID for this discount.

\*We follow the NCC Semester Calendar. Please refer to our Semester Calendars for any days that we are closed.

Does your child have any allergies? Yes (please explain) No

Are there any health concerns/conditions which might be important to know in an emergency? Yes (please explain) No

Has your child had a child care experience previous to Learning Tree? Yes (please explain) No

How would you describe your child?

Do you have any concerns about your child’s development?

Does your child have a current IEP/ICCP, receive special services or been evaluated for special services (speech, OT, PT, Sensory, etc…)?

Please list people that are important in your child’s life (you are welcome to include the names of pets or security objects that are significant):

**Parent Policy Handbook Statement:**

We have tried to include all necessary information needed to make you well informed on our program in the Parent Policy Handbook. By signing this form you are agreeing with the policies that are included in this handbook. Our handbook can be found at [www.learningtreedevelopmentcenter.com](http://www.learningtreedevelopmentcenter.com), or you can request a paper copy in the center. Any updates or changes to our handbook will be given to you via email, or in your child’s mailbox.

**Registration Fee and Tuition Payments:**

The Registration Fee must be paid at the time of registration to hold your child’s spot. We cannot refund this fee for any reason.

Fall/Spring Semester Fee: $65 (this fee is for NEW families only)

By signing below, you are agreeing to all policies in our Parent Policy Handbook, our tuition rates and accepting responsibility for payment for your child’s scheduled hours, regardless if you attend or not. If you do not understand a policy or procedure, please write it below and the director will contact you to further discuss it.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_