

## PRE-REGISTRATION FORM

Four Square has a one-time non-refundable registration fee of \$55.00 for child care services (full or part time) per family. Once the registration fee has been paid and the Pre-Registration form is complete, you will receive all the enrollment paperwork required to be on file at the center and a copy of the parent handbook.

Date of Registration: \_\_\_\_\_  
Requested First Day of Attendance: \_\_\_\_\_

### CHILD INFORMATION

Child's Full Name (FIRST, MIDDLE, LAST) \_\_\_\_\_

Nickname: \_\_\_\_\_

Birthdate/Due Date: \_\_\_\_\_ Boy \_\_\_\_\_ Girl \_\_\_\_\_

Child's Primary Language: \_\_\_\_\_ Parents Primary Language: \_\_\_\_\_

Home Address: \_\_\_\_\_

Does your child attend school?

Yes \_\_\_\_\_ No \_\_\_\_\_ Elementary School: \_\_\_\_\_

School Phone: \_\_\_\_\_ Grade: \_\_\_\_\_




School address: \_\_\_\_\_

School transportation provided by: Elementary School \_\_\_\_\_ Parent \_\_\_\_\_ Four Square \_\_\_\_\_

Other (please specify) \_\_\_\_\_

### ENROLLMENT SCHEDULE

It is required for all children enrolled to have a set schedule. Below is a definition of the different available schedules.

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**Full Time:** Full time enrollment is considered 5 days of care each week, and reserves a spot for your child during all hours of operation.
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**Part Time:** Part time enrollment allows your child to attend full days, less than 5 days a week. If you choose a part time schedule, we require that you commit to a weekly schedule so that we may arrange for adequate staffing and supplies. If your child is ill or a holiday falls on one of their scheduled days, tuition will not be discounted. Your child may attend an additional or alternate day when available, however, you will be charged for the day(s). Days cannot be switched out or traded. **Four Square desires part time schedule to consist of 3-4 days a week, however, will provide families with 1 to 2 day schedules until a classroom can no longer accommodate it.** At that time, you will be given the option of enrolling your child additional day(s).
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**Overtime:** All children requiring care an excess of 10.5 hours per day will be charged an Overtime Rate of an additional \$5.00 each day exceeding 10.5 hours, \$10 for infants. These days must be set and scheduled for the year otherwise late fees will apply, refer to Fees and Charges for rate.

Please check the program, as well as, circle days you are registering for.

	<b>Infant</b>	M	T	W	TH	F	<b>Circle schedule choice</b>
	<b>Toddler</b>	M	T	W	TH	F	
	<b>Preschool</b>	M	T	W	TH	F	
	<b>Before School</b>	M	T	W	TH	F	
	<b>After School</b>	M	T	W	TH	F	
	<b>Overtime Care</b>	M	T	W	TH	F	

**\*All schedule changes must be made in writing with a two week notice before they can go into effect, when available. Due to our capacity and state ratios there may be a delay in acquiring your desired schedule.**

PARENT/ GUARDIAN INFORMATION

\*\*\*Please star best form of communication

	Father	Mother
Name		
Street Address		
City, State, Zip		
Home Phone #		
Cell Phone #		
Work Phone #		
Employer		
Employer Address		
Email Address		

TUITION PAYMENTS

Tuition payments are due Monday for the week of. All families must have an Automatic Payment Form completed and on file. Your debit card will be charged on Monday for the current week of care. For last minute drop-ins or school closings, your card will be charged the additional fees the following week. If you are unable to provide the required information, other payment arrangements must be made with the director prior to the beginning of the program.

FEES AND CHARGES

- 1) Registration Fee: Four Square has a one-time non-refundable registration fee of \$55 *per family*.
- 2) Deposit: Before your child is admitted into Four Square, or to hold a future spot, a deposit must be paid. This fee is equal to one week of child care. This fee will be credited to your last week's tuition when you decide to depart from Four Square. The deposit will not be returned if a two week written notice is not given or if your child never attended Four Square.
- 3) Late Pick - Up Fee: Late fees apply to all children remaining after 6pm or 10.5 hours and to sick children, 1 hour after parents have been called. The Late Fee is a charge of \$15.00 per child for the first 10 minutes and a \$1 per minute thereafter, unless it is prearranged. When prearranged the fee will be \$5.00 for the first 10 minutes and a \$1 per minute thereafter. This fee covers Four Square's costs for providing care after 6pm and the additional staff needed when a sick child is isolated from the group.
- 4) Late Payment Fee: For each day tuition is late, your child's account will be charged \$10, *unless prior arrangements have been made with the director*.
- 5) Key Cards: Each family will receive two key cards upon enrollment. A fee of \$10 will be charged for each additional or lost card.
- 6) Holding Fee & Deposit: We require an additional two-week deposit if you wish for us to hold your spot. A holding fee, equivalent to ¼ of the regular tuition will be applied each week you are away. The deposit will be credited to your account on the 5<sup>th</sup> week upon your return. We reserve the right to refuse to hold a spot.
- 7) Overtime Rate: All children requiring care an excess of 10.5 hours per day will be charged an overtime rate of an additional \$5.00 each day exceeding 10.5 hours. To receive the Overtime rate schedules must be prearranged and fixed or Late Pick-Up Fees apply.

SIBLINGS

Will your child have any siblings enrolled? If yes, please give sibling's name(s) and age(s): \_\_\_\_\_

ENROLLMENT

Prior to your child's attendance at Four Square, all enrollment paperwork must be completed, signed and returned to:

Four Square Preschool and Daycare  
17671 Glacier Way  
Lakeville, MN 55044

PARENT/GUARDIAN SIGNATURE

DATE