



Enrollment Application

Early Learning Center philosophy:

The Early Learning Center is dedicated to empowering parents and students to reach academic success, teaching diversity and acceptance through interactive education, and providing a safe, nurturing environment for children to grow and excel academically, physically, emotionally, and creatively.

Early Learning Center Program Details:

Hours: 6:30am – 6:00pm

Days: Monday – Friday

Early Learning Center Classrooms:

Toddler: 12 months (and walking) to 2 ½ years

Preschool: 2 ½ years (and potty trained) to 5 years

Prekindergarten: 4 years to 5 years

Space is limited in all classrooms. Children will move up as positions become available and if deemed ready by the Center Director.

Early Learning Center Enrollment:

Full time – Most positions will be reserved for full time enrollment.

Drop-In care: *If space is available – Must call 1 day in advance*

Rates:

Toddler: Full time - \$160.00/week, Drop-in - \$40.00/day

Preschool: Full time - \$150.00/week, Drop-in - \$40.00/day

Prekindergarten: Full time - \$130.00/week, Drop-in - \$40.00/day

Financial Agreement

Terms and conditions
YWCA Early Learning Center 2019-20

Registration: \$20 one-time, non-refundable fee per child, \$30 for two or more children per family.

Enrollment fee and first week tuition due at time of enrollment. Children will not be enrolled and cannot attend before these fees are paid.

Class	Full Time	Drop-in (if available)
Toddler	\$160.00/week	\$40.00/day
Preschool	\$150.00/week	\$40.00/day
Prekindergarten	\$130.00/week	\$40.00/day

Enrollment Class: *to be completed by office staff*

Child's full name

Full Time Drop-In

Toddler Preschool Prekindergarten

Discounts:

Multiple Child Discount: For families with multiple children enrolled in the Early Learning Center, each additional child after the 1st child will receive a \$10 discount per week.

YWCA Employee Discount: Children with a parent/guardian who is a YWCA employee will receive a 25% discount on tuition (not eligible for Drop-in enrollment). Enrollment and additional fees must be paid in full.

No Pay/No Stay Policy and Late Fees: Tuition is due before or at drop-off on Monday for that week. Families are encouraged to pay well in advance, but can pay week-to-week if desired. If payment is not received by drop-off on Monday, the parent will receive a \$5.00 late fee and a “No pay/No stay” notice in their child’s folder at the end of the day. This notice states that if payment is not received at drop-off the next day, the child will not be allowed to stay. There will be no exceptions to this rule.

If the center is not open on a Monday, the same rules apply when the children come to care on Tuesday. If payment is not received on Tuesday, the parent will receive a \$5.00 late fee and the child will not be allowed to stay Wednesday morning without tuition being paid at drop-off.

Late Pick-Up Charge: \$1 per child per minute past 6:00 pm.

Confidentiality: All children’s files and records are kept completely confidential and will not be shared with anyone outside of the ELC staff except parent or guardian.

Termination: A written two-week notice is required for termination and/or change in services provided.

Tuition will be charged two weeks after written notice of termination is received. This notice must be given to:

YWCA Northeast Kansas, 225 SW 12th Street, Topeka, KS 66612, attn: Early Learning Center Director

I agree to pay the weekly tuition for the enrollment selected above. I understand that the Early Learning Center is a pre-pay program and that each week must be paid by the first day of each week in order to avoid late fees and suspension. I understand if I fail to pay tuition by the first day of each week, I will be assessed a \$5.00 late fee and my child will be unable to attend until payment is made. I agree to pay any late pick-up fees that I incur. I understand that there will be no credits issued for absences due to illness or other causes. I assume personal and individual responsibility for all charges. I understand that changes in tuition rates may occur and that I will be notified at least one month in advance of these changes.

I have read, understand, and agree to these terms and conditions.

Name of Responsible Party

Signature of Responsible Party

Date

Signature of Center Director

Date

CHILDREN ARE ACCEPTED IN YWCA PROGRAMS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, ANCESTRY, PHYSICAL DISABILITY, ECONOMIC BACKGROUND OR NATIONAL ORIGIN.

To file a complaint of discrimination, write USDA Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (866)632-9992 (voice). Individuals who are hearing impaired or have special disabilities may contact USDA through Federal Relay service (800)877-3339 or (800)845-6136 (Spanish). USDA is an Equal opportunity employer.

**YWCA Northeast Kansas
Youth Services Media Release**

I, _____, hereby grant YWCA Northeast Kansas full rights
(print parent/guardian name)

to copyright, exhibit, and publish in any medium including, but not limited to, editorial, illustration,
promotion, advertising, internet, or trade all photographs taken by the YWCA or its agents of my child
_____ while he/she is participating
(print child's name)
in YWCA programming.

Parent/Guardian Signature: _____

Date: _____

YWCA Website and Social Media

Website: www.ywcaneks.org

Facebook: facebook.com/ywcaneks

Twitter: @ywcaneks

Instagram: @ywcaneks