



Roots and Wings Community Preschool

2017 Summer Preschool Program Registration



A United Way Agency

3703 International Way, Suite B · Medford, Oregon 97504 · 541-779-3544



2017 Summer Preschool

"There are only two lasting bequests that we can leave to our children; One is roots, the other wings" - Hodding Carter



Please read the following pages over carefully to avoid any misunderstanding. The registration form is the last page of this packet.

When completing the **Registration form please make two (2) choices**. Some weeks tend to fill more quickly than others. We will do our absolute best to give you your first choice.

Program Hours:

Program hours are Monday thru Thursday, with class from 8:30AM to 11:30PM. You can request which weeks your child(ren) will attend with a minimum of 2 weeks selected.

Early Drop-Off/Late Pick-Up:

Early Drop-Off **OR** Late Pick-Up is available for \$12 per day when arranged in advance on a minimum 24 hour notice, and \$15 per day when same day notice is provided.

Early Drop-Off **AND** Late Pick-Up is available for \$24 per day when arranged in advance on a minimum 24 hour notice, and \$30 per day when same day notice is provided.

Early drop-off is any time between 7:30AM to 8:25AM. Late pick-up is any time between 11:35AM to 12:30PM. \$18.00 from 11:30-1PM

Tuition Assistance:

Summer program tuition assistance availability varies year to year based on received funding. We make every effort to secure funding for our tuition assistance program. Currently enrolled students are required to re-apply for tuition assistance when enrolling for the summer program. If funding is secured, families will be notified on a first come, first served basis. **Funds received each year will determine how many weeks a child may attend on the tuition assistance.**

Registration Fee:

The registration fee, effective for the 2017 summer program is \$30.00 per student, payable at the time you register your child(ren) and is non-refundable. The registration fee secures your child's enrollment. For those students applying for tuition assistance or currently receiving tuition assistance, the registration fee will be subsidized at the qualified rate and is due within 5 business days of your notice of tuition assistance eligibility.

Tuition:

Tuition, which is our greatest source of revenue, must be sufficient to ensure that Roots and Wings can offer salaries that attract and retain the teachers of our children and cover all taxes and overhead, such as rent and insurance. Tuition is for the total number of weeks a student is registered for summer and will be due in advance as indicated below.

Payment for attending weeks 1-4 are due June 5, 2017 and weeks 5-9 are due July 10, 2017.

Tuition rates for the 2017 Summer Preschool Program are as follows:

(prices listed do not include Early Drop-Off or Late Pick-Up)

# of Weeks	Total Program Cost
2	\$236.00
3	\$354.00
4	\$472.00
5	\$590.00
6	\$708.00
7	\$826.00
8	\$944.00
9	\$1062.00

Withdrawal from Summer Program:

Roots and Wings is unable to offer any refund or discount as a result of summer program withdrawal. If requested weeks cannot be attended by student, families should consider a schedule change for alternative dates. If payment has not been made at the time of needing to withdraw, families will forfeit registration fee but incur no other charges. Please notify the Director as soon as you need to request a withdrawal so proper arrangements may be made and families are not invoiced.

NSF (Non-sufficient funds) Check Fees:

Any check returned as NSF will incur a \$15.00 NSF fee. Roots and Wings will notify families as soon as payment is recognized as NSF. NSF payments will have 5 business days from notice to be corrected. If not corrected after the 5th business day, all applicable late fees will be applied and account may result in a delinquent status.

Program Changes Fees:

If it becomes necessary or desirable to change your child's schedule of attendance, the first schedule change can be made at no charge prior to June 5, 2017. Any changes that result in a shift or reduction of weeks after June 5, 2017 will require a **\$15.00 program change fee** for each change. Adding additional weeks does NOT constitute a change and there will be no additional charge. We will accommodate changes as space allows.

Placement Confirmation:

Once the submitted registration form is processed, including receipt of the registration fee, families will receive a confirmation letter stating the program enrollment details. If the child is not currently enrolled in Roots and Wings 2016-2017 Preschool Program, additional enrollment forms will be sent for completion prior to your child being able to attend. Failure to complete enrollment forms does not waive your financial obligation agreed upon at the time of registration. Should enrollment need to change for your registered child, written notice must be given.

Summer Program Dates:

Monday, June 5, 2017 - Tuition Due for weeks 1 through 4 attending, last day for schedule changes without incurring additional fees.

Monday, June 12, 2017 - Summer Program Begins

Monday, July 10, 2017 - Tuition Due for weeks 5 through 9 attending

Thursday, August 17, 2017 - Summer Program Ends

Roots and Wings Community Preschool
Registration Form for
2017 Summer Preschool Program

Child's Name _____ Age _____ Birth Date _____
 Parent/Guardian Name _____ Phone# _____
 Parent/Guardian Name _____ Phone# _____
 Home Address _____ Alt. Phone# _____
 City _____ State _____ Zip _____
 Email _____
 Email _____

Circle the days you would like your child(ren) to attend with a minimum of 2 Weeks

Choice #1					Choice #2				
6/12	6/19	6/26	7/10		6/12	6/19	6/26	7/10	
7/17	7/24	7/31	8/7	8/14	7/17	7/24	7/31	8/7	8/14
Early Drop-Off:	Yes	No	Maybe		Early Drop-Off:	Yes	No	Maybe	
Late Pick-Up:	Yes	No	Maybe		Late Pick-Up:	Yes	No	Maybe	

I (We) have read the information provided in this registration packet for enrollment in Roots and Wings Child Development 2017 Summer Program. I (We) accept and understand this information and agree to the registration fee, tuition fees and payment schedule, withdrawal fees, late fees, NSF charges and program change fees as shown in this document.

Parent/Guardian: _____ Date _____

Signed: _____

Parent/Guardian: _____ Date _____

Signed: _____

--- OFFICE USE ONLY ---									
Registration Fee Amount:	_____	Date Received:	_____						
Payment Method:	_____	Reference #:	_____						
Student Placement:	(circle all that apply)								
Weeks Attending:	6/12	6/19	6/26	7/10	7/17	7/24	7/31	8/7	8/14
Total # of Weeks:	_____								
Tuition Assistance Qualified:	Yes	No	Tuition Assistance Percentage:	_____	Classification:	_____			
Registration Canceled:	_____	Date:	_____	Reason:	_____				