

Registration Form
United Methodist Early Learning Center
1115 28th AVE SW, Albany OR 97321
541-928-4363
elc@albanymethodist.org

Please register my child for the following child care:

Quarter Time - 2.5 hours or less

M T W TH F

Half Time - 2.6 hours - 5 hours

M T W TH F

Full Time - over 5 hours

M T W TH F

Requested start date _____

Expected end date _____

I will drop my child off at approximately _____

I will pick my child up at approximately _____

Child's Name _____

Child's Birth Date _____

All scheduling changes must be in writing
with 30 days notice.

Financial Policy
United Methodist Early Learning Center

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The First United Methodist Early Learning Center is a non-profit educational program. Our financial support comes from our students' monthly tuition. Therefore, prompt payment is imperative.

It is the responsibility of our students' parents to make the tuition payments in full and on time. Tuition is due on the first of every month. If payment is not received by the tenth of the month, your account will be charged a \$20 late fee. If payment is not received in full by the end of the month and arrangement for payments has not been made, your child may be removed from attendance at the ELC, and corrective legal actions may be taken.

It is understood that tuition is due in full regardless of holidays, vacations, closures, or student illness. Changes in childcare schedules are to be submitted to the director in writing.

Student _____

Parent _____

Date _____