



The Matthew Reardon EARLY LEARNING ACADEMY for the love of children

2019-2020 ENROLLMENT APPLICATION

Please submit this completed enrollment packet, along with a \$100 registration fee, either by mail or in person. Checks should be made payable to The Matthew Reardon Center for Autism.

Mailing address: P.O. Box 14669, Savannah, GA 31416

Physical address: 11500 Middleground Road, Savannah, GA 31419

If you have questions, please email eladirector@matthewreardon.org.

Ages Served and Tuition Fees

- *Ages:* Toddlers: 18-24 months; Early Preschool: 24-36 months; Preschool: 36 months – 48 months; Pre-K4: 48 months – 60 months
- *Times:* 8:30 a.m. to 2:30 p.m., plus early care (7:30 – 8:15 a.m.) and afterschool care (2:30 to 6:00 p.m.), year-round. MRELA does not offer drop-in services. All children not enrolled in our Extended Care Program should arrive between 8:15 a.m. and 8:30 a.m. and depart between 2:30 p.m. and 2:45 p.m.
- *Tuition:* **
 - *Pre-K4:* \$ 5,960 9-month year; \$662.22 per month, due on the 1st of each month, beginning in August (Summer Program June-July priced separately)
 - *Toddler-Preschool:* \$672/ month, toilet trained (\$155/wk); \$715/month, diapered (\$165/wk), paid by the month and due on the 1st of each month

** There is no reduction in monthly tuition because of student absences or holidays. 20-day notice of withdrawal is required.

***Children with autism may pay additional fees for early intervention therapies, which may be insurance reimbursable.



Entrance Date _____ Withdrawal Date _____

Child's Name _____ Sex _____ Age _____ Date of birth _____

Home Address (Street) _____

City _____ State _____ Zip _____

Preferred Phone Number _____ Preferred email: _____

Father's Name _____ Home Phone Number _____

Father's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Father's Place of Employment _____ Work Phone _____

Employer's Street Address _____ City _____ State _____ Zip _____

Mother's Name _____ Home Phone Number _____

Mother's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Mother's Place of Employment _____ Work Phone # _____

Employer's Street Address _____ City _____ State _____ Zip _____

Father's email: _____ Mother's email: _____

Child's Living Arrangements: (check one) Both Parents Mother Father Other

Child's Legal Guardian(s): (check one) Both Parents Mother Father Other

The child may be released to the person(s) signing this agreement and to the following:

*Name _____ Address _____
(Street-City-State-Zip)
Telephone Number _____ Relationship to child _____
Relationship to Parent(s) or Guardian _____
Other identifying information (if any) _____

*Name _____ Address _____
(Street-City-State-Zip)
Telephone Number _____ Relationship to child _____
Relationship to Parent(s) or Guardian _____
Other identifying information (if any) _____

Persons to contact in the case of emergency when parent or guardian cannot be reached:

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name of School child currently attends, if any: _____

Child's doctor or clinic name _____

Doctor/clinic phone # _____

My child has the following special needs: _____

The following special accommodation(s) may be required to most effectively meet my child's needs while at the center: _____

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns: _____

EMERGENCY MEDICAL AUTHORIZATION

Should (child's name) _____ Date of birth _____

suffer an injury or illness while in the care of the Matthew Reardon Early Learning Academy (MRELA) and MRELA is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) shall assume responsibility for payment for services.

Parent/Guardian: _____

Signature

Date: _____

MRELA Director: _____

Signature

Date: _____

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Extended Care Program Description (Before/After-Care)

Before/After-Care Hours and Procedures: Before-Care begins at 7:30 a.m. After Care pick-up is no later than 6:00 p.m. An additional fee will apply for each and every late pick-up. Please see below for the late fee policy. When your child attends After-Care, please send a snack/drink (labeled “AFTER-CARE”) with him or her to enjoy after school. If you need to reach the school during After-Care hours, please call the Main Office. After 4:30, leave a message, and the administrator on duty will periodically check for any such messages.

Registration: On the form below, you may register your child for extended care. Please denote before-care, after-care or both by checking off the appropriate boxes. This assists with staffing schedules. Extended care is \$50/week regardless of the number of hours used. This fee is non-refundable/negotiable (example: extreme weather days, student absences, etc.).

Late Fee Policy: The After-Care pick-up time is no later than 6:00 p.m. For any children not picked up by these times, a late fee will be charged as follows: Pick-up within the 1st 15 minutes incurs a \$20 late fee, and each additional 15 minutes incurs an additional \$35 late fee. Three or more late pick-ups will result in a \$50 late fee in ADDITION to the fees described above. Parents must be mindful that the After-Care staff may have other commitments. When you arrive late, this impacts two individuals, as two staff members must always be present in the building. MRELA must also compensate both of these employees for the additional time. We recognize that there are occasions in which parents may be delayed. However, it is the parents’ responsibility to ensure that they have appropriate back-up plans in the event they are not able to arrive when expected.

Registration Deadline: Extended Care Registration forms must be received no later than August 7, 2019. Extended Care program fills up quickly, so get your registrations in early! If you have any questions or concerns, please feel free to contact us at ELADirector@matthewreardon.org or (912)355-9098.

Transportation – The Early Learning Academy does not provide transportation for children.