

Express Online Signature Form

(Submit after Completing Online Registration)

Please complete one (1) form for each child being enrolled in Express.

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|-----------------------|----------------------|--------|
| Parent/Guardian Name: | Child Name: | |
| Child's Birth Date: | School/Express Site: | Grade: |

Emergency/Field Trip Permission

In case of injury or sudden illness, I hereby give authority to any hospital or doctor to render immediate emergency aid/or any medical, surgical or hospital care, treatment and procedures as might be required at the time for my child's health and safety. I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment. I understand that any expense for this service is my responsibility.

Field trips are planned as part of the express program. I understand I will be notified at least one (1) week prior to any field trip. Prior arrangements may be made for pick up from a field trip location. I am aware that I cannot drop off my child at a field trip location. If I choose not to have my child attend any of the field trips, I need to make other arrangements for the day.

Billing Information

Minimum enrollment is two sessions per week in either for six continuous weeks.

\$50 non-refundable fee per family is due at time of pre-registration for the upcoming school year, to reserve your enrollment. This \$50 family fee applies toward the \$50 per child registration fee payable with the first month's tuition. The \$50 per child registration fee is paid each school year. A \$5.00 non-refundable paper statement fee will be assessed for paper invoices and/or duplicate statements.

Payment is due by the 1st of the month and must be received in full by the fifth (5th) of same month.

Late Payment Fee is assessed after the 5th and is 10% of the unpaid balance, not to exceed \$50 per month.

Schedule changes must be submitted in writing to the Express Billing Office (e-mail/fax/written note) by Wednesday of the current week to take effect the following week and accommodated based on space availability.

Withdrawal notification must be submitted in writing (e-mail/fax/written note) to the Express billing office ten (10) business days (2 weeks) prior to the withdrawal effective date. Parent/guardian is responsible for all charges up to and including the effective withdrawal date. Final payment on accounts is due ten (10) days after the final statement date.

25% discount for December and April and **50% discount** for June.

Sibling Discount – 15%

\$5 for each 5 minutes or portion thereof charged for drop-off before 6:30 a.m. and pickup after 6:00 p.m.

I have read and understand the terms of the billing contract and accept full responsibility for all childcare fees incurred under the contract.

I further agree that I have read the Billing Agreement, that I understand the role of Express, and that I will abide by all rules, regulations, policies and procedures of the program.

Parent/Guardian Signature: _____ Date _____