



Chestnut Grove Child Development Center

3701 Sweet Air Road / Phoenix, MD 21131
410-592-9122 / www.chestnutgrovechild.org

2024 - 2025 School Year
Sept. 4 to May 20

2's Program

All classes must meet minimum enrollment to run.

2's Program Choices: *How many days per week would you like your child to attend?* _____

_____ **2 & You** -- Child must be 2 years old by 9/1/2024. *(please indicate 1st & 2nd choices)*
Please speak with director or registrar if your child has a fall birthday.
September to Christmas break – 9:15am to 11:30am _____ **Tuesday** _____ **Thursday**
January thru May – 9:15am to 12:00pm

_____ **2's Drop-Off** -- Child must be 2 years old by 9/1/2024. *(please indicate 1st & 2nd choices)*
Please speak with director or registrar if your child has a fall birthday.
September to Christmas break – 9:15am to 11:30am _____ **Monday** _____ **Thursday**
January thru May – 9:15am to 12:30pm _____ **Tuesday** _____ **Friday**
_____ **Wednesday**

**** 2 & You and 2's Drop-Off programs may be combined. Children attending multiple days may have two different teachers.**

Child's Name: _____ Child's Sex: M / F
(First) (MI) (Last)

Child's Date of Birth: ____/____/____ Primary Contact Phone#: _____

Mailing Address: _____
(Address) (City) (State) (Zip)

Primary Email Address: _____

1st Parent Name: _____ Employer: _____

1st Parent Cell # if different from above: _____

2nd Parent Name: _____ Employer: _____

Contact Info: _____/_____
(Cell #) (Email Address)

Does your child have allergies or special health considerations? Yes No (If yes, we will provide a separate form for details.)

Has your child been evaluated by Infants & Toddlers or Child-Find? Yes No

What special services does your child receive? _____

Would you be interested in: A School Board position? Yes / No Being a Room Parent? Yes / No

How did you hear about Chestnut Grove CDC? _____

For Office Use Only: Date copy given to parent(s): _____ (init)

Date Registration Form Received: _____ Amount Paid: \$ _____ Cash / Check # _____

2024 - 2025 Payment Options

	Full Payment Due April 1, 2024 (includes discount)	4 Quarterly Payments Due April 1, July 1, Oct 1, 2024 & Jan 1, 2025 (includes discount)	10 Monthly Payments Due on the first days of the months April 2024 through January 2025
2 & You:			
1 Morning	\$1,007	\$260 per pymt	\$106 per pymt
2's Drop-Off:			
1 Morning	\$1,321	\$341 per pymt	\$139 per pymt
2 Mornings	\$2,642	\$682 per pymt	\$278 per pymt
3 Mornings	\$3,762	\$970 per pymt	\$396 per pymt
* If space is available, you may choose to combine or add programs at any time throughout the school year. Tuition will be prorated.			

Choose Payment Option (Write "Full", "Quarterly" or "Ten"):

Registration Terms & Conditions

Payer is responsible for all tuition regardless of changes in the make-up of the class.

Payments are to be made electronically via Brightwheel (includes additional fees), or via cash or check, delivered or mailed to the school for receipt on the 1st of the month. **Checks should be made payable to: Chestnut Grove CDC.**

Registration: Current year tuition (including for all siblings at the school) must be paid in full in order to register for next year.

A non-refundable registration fee **MUST** accompany the registration form. This fee does not apply to tuition. Registration fee is \$50 per child, or \$75 maximum per family. Initial tuition payment is due April 1. **Failure to remit your first payment by April 1, 2024 will result in removal of your child from the September roster.**

For registration after April 1, tuition is due within seven (7) business days of registration. The opening will be held for seven (7) business days only, after which the opening will be available to the next person on the wait list.

Late Payments: Tuition payments made after the 15th of the month will incur a 5% late fee, with an additional 5% late fee on the balance due being added after the 1st of each month if payment is not received. Please contact the school Treasurer if a tuition payment must be delayed or financial difficulties arise. The Treasurer will attempt to work out an equitable financial arrangement satisfactory to both the parent/guardian and the school.

Non-Payment: If a check is returned, you are expected to cover it immediately, along with any service charges incurred. After two months of non-payment of tuition, if arrangements have not been made with the Treasurer/Director, we reserve the right to request that the child be withdrawn from school, the parent (guardian) resign from a School Board position (if applicable), and your account be turned over to a collection agency. No refunds will be paid.

Financial Assistance: In certain circumstances, scholarship funds can be requested for assistance with payment of tuition. A letter of request is required. All such communications are held in strictest confidence between the Treasurer/Director and parent/guardian.

Withdrawal/Refunds: Withdrawal requests must be made in writing at least two weeks in advance of your last day.

If withdrawing from April 1 to May 31, one month of tuition is forfeited. If withdrawing from June 1 to July 31, two months of tuition is forfeited. If withdrawing from August 1 to August 31, three months of tuition is forfeited. If withdrawing from September 1 to January 1, four months of tuition is forfeited, plus payment for any days already attended. No refunds will be granted after January 1st.

If withdrawing after January 1, the parent (guardian) is responsible for final payments to complete the selected tuition schedule.

There will be no refunds for school days missed due to holidays, inclement weather, or illness.

Discounts: Tuition for each additional sibling enrolled in the school concurrently is discounted by 10%. If tuition rates for multiple siblings differ, discounts will be applied to the lowest rate(s).

I have read, understand, and will comply with my selected tuition payment option, and with the Registration Terms and Conditions listed above.

Parent/Guardian Signature:

Date: