

Thank you for submitting a registration form for **Bloomin' Preschool Fox Hills 2021-22 Program**.

You have completed the first step towards registering your child in our Bloomin' Preschool program. Registration is on a first come first serve basis. The timestamp issued at registration distributes registration numbers. **Submitting your registration and completing your paperwork/payment does not guarantee placement. We will contact you regarding your child's class status!**

Please follow these steps to complete the registration process.

(All forms are fillable. Download the form, open it in Adobe Reader so you can electronically sign, save, and then email.)

1. Please sign this confirmation form and email it to TLiburdi@Bloomfield.org within two (2) school days.
2. Please complete an [Emergency Card](#) for each registered child.
3. We need one [Credit Card Authorization Form](#) per family. We will use your credit card authorization form to process your child's \$75.00 registration fee.
4. If you are registering a child who is not currently a Bloomin' student, you will need to complete additional paperwork within two days and email it to TLiburdi@Bloomfield.org.
 - a. [Class List Publication](#)
 - b. [Communications Release - District](#)
 - c. [Communications Release - Bloomin'](#)
 - d. [Covid-19 School Health Screening Agreement](#)
 - e. [Student Enrollment Form](#)
 - f. A copy of your child's **BIRTH CERTIFICATE**
 - g. **DUE BY AUGUST 1: [Health Appraisal](#)**
5. Failure to submit the confirmation form and credit card authorization form in the designated timeframe will result in the cancellation of your registration.
6. We will contact you to inform you of your child's status (if he/she has a spot in the class).
7. New Infant/Toddler Care families' registration fee is charged now. At the time your child's enrollment is confirmed, the first week's fees will be charged. New Infant/Toddler Care last week's tuition is charged one month prior to your child's start date.
8. No further Preschool tuition fees are due at this time. Tuition payments for the fall 2021-22 school year begin in July. The fee structure is below.
9. If your child has an allergy or other medical conditions, please submit all appropriate paperwork ([Prescription/Non-Prescription Medication form and Allergy Action Plan](#)) before your child begins. (Click the link, then the + next to Fox Hills, to find the forms.)
10. I have read the Covid protocols, and acknowledge the procedures in place.

Thank you,
Lisa Gryglak - Bloomin' Preschools Supervisor

Child's Name: _____ Signature: _____ Date: _____

FOR OFFICE USE-----

Notes: _____

EFT Form ER Card **New Student**: CLP CR-D CR-B C19 SE BC HA **Yellow Receipt**

PAYMENT:

Amount \$ _____ Received by _____ Date _____ BP Staff discussed cancellation policy _____ EFT Charged date _____

IMPORTANT INFORMATION

- The 2021-22 School year begins Wednesday, September 8, 2021, and runs until Friday, June 17, 2022.
- Preschool Class installment plan (annual tuition rate divided into ten installments) is only available to EFT (automatic credit card) enrollees. The first installment is charged July 15, 2021. The next nine installments are processed on the 15th* of each month, August 2021-April 2022. *If the 15th falls on Saturday/Sunday, fees are charged the Friday before. We will process fees on August 13, September 15, October 15, November 15, December 15, January 14, February 15, March 15, and April 14.
 - If your credit card is not one file, half your full school year fee is due July 15, 2021, with the balance due December 15, 2021.
 - You can terminate your signed contracts in writing by the deadlines. If your termination is not received by either deadline, you are financially responsible for payments for the full school year.
 - To terminate your contract for the full school year: cancellation submitted in writing by July 15, 2021.
 - To terminate your contract starting January 31, 2022 (for the second semester): cancellation submitted in writing by December 15, 2021. If terminated by the deadline, you will NOT be responsible for any payments beginning February 1, 2022.
- We process Infant/Toddler Care fees on Monday/Tuesday each week. We will email a receipt after each transaction. Infant/Toddler Care fee is \$290.00/week (up to 9.5 hours/day). If 10+ hours/day the weekly fee is \$315.00.
 - Two full weeks written notification (10 full school days) is required to terminate signed contracts.
 - One permanent schedule change allowed per semester provided we can accommodate the change.
- We process Before/After Care program fees on the fifth (5th) ** of each month for that month's fees. **If the fifth falls on Saturday/Sunday, fees are charged the Friday before. We will process Before/After Care fees on September 10, October 5, November 5, December 3, January 5, February 4, March 4, April 5, May 5, and June 3. We will email a receipt after each transaction. Before/After Care fees are \$7.25/hr (8 total hours or less in the building each day) or \$6.50/hr (more than 8 total hours/day).
 - We can accommodate a deduction or cancellation through August 1, 2021. No exceptions. Starting October 2021, two full weeks written notification (10 full school days) is required to terminate signed contracts.
 - One permanent schedule change allowed per semester provided we could accommodate the change.
- If your child's placement is confirmed, please look for a letter from your child's teacher by the middle of August.
- Visit our website, www.Bloomfield.org/Bloomin to view our *Family Handbook*; which includes our philosophy, daily routines, building information, and policies & procedures. A printed copy is available upon request. Our *Licensing Notebook*; which includes all licensing reports is available in the Office during hours of operation. www.michigan.gov/michildcare