bloomin' preschools

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

Thank you for submitting a registration form for the **Bloomin' Preschools 2024-25 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.

1. **Please sign this confirmation form within three (3) school days and email it to your first choice location:**
   ** BP Central: FBrooks@Bloomfield.org ** BP East: TLiburdi@Bloomfield.org ** BP West: AMcGregor@Bloomfield.org
2. Fill out, sign and email the **Payment Authorization Form** (one per family); used for $125.00 registration fee/per child and all future fees.
3. Fill out, sign and email an **Emergency Card** for each registered child.
4. New Bloomin' student? Complete the **Student Enrollment Form** and send with confirmation page, payment authorization form, emergency card, and a copy of your child's **BIRTH CERTIFICATE.** Your child's **Health Appraisal** is due by July 1.
5. Failure to submit confirmation form and required paperwork in the designated timeframe will result in cancellation of your registration.
6. We will contact you to inform you of your child's status within four school days (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 2024-25 school year begin in July. Schedule is below.
9. Please print/read the **HEALTH POLICY**! I have read the Health Policy and acknowledge the procedures in place.
10. Visit **the Bloomin' Preschool website** to view our *Family Handbook* (includes our philosophy, daily routines, building information, and policies & procedures). A printed copy is available upon request. Our *Licensing Notebook* (includes all licensing reports) is available in the Office during hours of operation. **www.michigan.gov/michildcare**
11. Additional required enrollment steps to be completed in July. Details to follow.

Thank you,

Lisa Gryglak - Bloomin' Preschools Supervisor

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

----------FOR OFFICE USE---------- FOR OFFICE USE---------- FOR OFFICE USE ----------

Notes:_____

◯ **EFT** ◯ **EC** ☐ **New Student:** ◯ BC ◯ SE ◯ HA **Rec'd Date**_____ **Initial**_____

IMPORTANT INFORMATION

- 2024-25 School year begins Tuesday, September 3, 2024 and runs until Friday, June 13, 2025
- If child's placement is confirmed, look for a letter from child's teacher mid-August (emailed)

PRESCHOOL CLASSES

- Installment plan (annual tuition rate divided into ten installments) available to EFT (automatic payment processing) enrollees
  - First installment charged July 15, 2024
    - Next nine installments processed on the 15th of each month (August-April):
      - August 15, September 15, October 15, November 15, December 15, January 15, February 15, March 15, and April 15
  - If two payments decline, a late fee is charged. Additionally, you are no longer eligible for installment plan. Balance is due in full.
- If Payment Authorization form is not on file, half of full school year fee is due July 15, 2024, balance is due December 15, 2024
- Signed contracts may be terminated in writing by the deadlines. If termination is not received by either deadline, then you are financially responsible for all payments for the full school year.
  - Terminate contract for full school year: cancellation submitted in writing by July 15, 2024
    - NOT responsible for any payments (registration fee is non-refundable)
  - Terminate contract starting January 27, 2025 (for the second semester): cancellation submitted in writing by December 15, 2024
    - NOT responsible for any payments beginning January 27, 2025

BEFORE/AFTER CARE

- Fees charged monthly on the 5th for that month's fees:
  - September 5, October 5, November 5, December 5, January 6, February 5, March 5, April 5, May 5, and June 5
- May deduct or cancel through July 31, 2024, no exceptions
  - Starting October 1, four full weeks written notification (20 full school days) required to terminate signed Before/After Care contracts
- One permanent schedule change allowed per semester provided we can accommodate

INFANT/TODDLER CARE

- Fees charged on Monday each week
- Cancellations must be submitted in writing, by deadlines
  - One full month prior to start date:
    - Refund of first week's fees (minus $50 cancellation fee), last week's fees not charged
  - Two full weeks' prior to start date:
    - Refund of last week's fees (minus $50 cancellation fee), but not first week's fees
  - After start, four full weeks required (at least 20 full school days):
    - $50 cancellation fee deducted from last week's fees
- One permanent schedule change allowed per semester provided we can accommodate