



## Kindergarten Registration Form

Student's Name: \_\_\_\_\_  
Gender: Male / Female      Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Nickname: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Please provide an additional contact name in case a parent is not available in an emergency:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

School attended last year: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

### Fees:

Both the Book Fee and Registration Fee are required to hold a student's spot and are Non-refundable

1. Registration Fee per child [non-refundable]
2. Book & Supply Fee per child [non-refundable]

Tuition and Fees\*\*please visit website for current prices\*\* <http://www.MyCMLC.com>

### Terms for Tuition payments:

#### 1. Payment Schedule:

a. 10 months of tuition can be paid in full on or before September 1st to receive a 5% discount .

Payments are due on the 1st day of each month for 10 months.

c. Payments start September 1st and run through June 1st.

d. Any dishonored check by a bank or other financial institution for any reason including insufficient funds or a closed account will result in a returned check fee of \$50.00.

#### 2. Delinquent Tuition:

a. Tuition payments received after the 1st will accrue a \$25 per day late fee

b. Termination will result from delinquent tuition

c. Unpaid accounts will result in the denial of report cards and re-enrollment for the next school year.

#### 3. Withdrawal:

a. Parents wishing to withdraw a student before the end of the school year must give 30 days notice or be assessed an additional month's tuition.

b. A \$200.00 early termination fee will be assessed.

c. The books fee, registration fee and elective class fees are non-refundable.

d. If a student withdraws before the school year begins, the September payment will be forfeited.

Uncollected fees will be subject to collection by a third party collection agency and will be reported to the Credit Bureau. Please make all checks payable to Creative Minds Learning Center and drop off at the Gateway, Broadway or Sellwood campus or mail to: CMLC, 35900 Industrial Way #201, Sandy, OR 97055. Waiting List: Payment of both Registration and Book Fees are required to be placed on the waiting list. Any student not placed by the first day of school will receive a refund of all fees paid.

I/we understand and agree to follow the outlined procedures for payment and have reviewed CMLC's Parent Handbook available at: <http://www.MyCMLC.com>

Parent/ Legal Guardian: \_\_\_\_\_ Date \_\_\_\_\_