



60 Forest Park Rd. Woburn, MA 01801 781-937-7670 fax 781-569-0052

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Co-Directors: Chris Serson & Carolyn Sharp-Hegarty

Thank you for choosing ASC!

A **non-refundable** registration fee of **\$35 one child \$50 for 2 or more** and **non-refundable** deposit is due at time of registration to guarantee your child's slot. You will find the deposit and tuition amounts on the registration form. The deposit is a pre-payment of part of your first tuition bill. If you have a voucher, no deposit is due.

For enrollment after August 31, non-refundable registration fee and full tuition is due at time of registration.

Our payment policies:

- A bill is provided to all parents or guardians 15 days in advance of the due date.
- A \$15 late fee will be charged if no payment is received **before** the 5th of the month.
- A written notice will be issued if payment has not been received by the 10th of the month.
- A written notice with an additional \$15 late fee (total of \$30 in late fees) will be issued on the 15th of the month which will state the date of the child's termination from the program.
- A written termination notice will be issued on the 15th day of the month.
- If the family would like to appeal the termination, a letter of appeal from the family and a supportive letter from a director may be presented to the board for reinstatement.

For currently enrolled families: No one may begin the school year with a leftover balance due. You will receive a rate sheet with current tuition and discount information with your packet.

We will send a postcard or email in early August, to let you know that it is time to come in and fill out the other required forms. **After August 31, you will receive your packet when you register.**

A Day at a Time program: A **non-refundable** registration fee of **\$35 per child** is due at time of registration. Fee for the program is **\$45.00 per day after school and \$80.00 for a full day of care** and is based on availability and previous notice.



Office use only:
Date of Admission

School Year Registration form

1. Child's name: _____

School name: _____ Grade: _____

2. Child's name _____

School name: _____ Grade: _____

Parent #1 _____

Address: _____

Telephone numbers: Please give 2-3 possible ways to reach you; indicate (C) for cell, (W) for work, or (H) for home

() _____ () _____

() _____

Email address: _____

Parent #2 _____

Address: _____

Telephone numbers: Please give 2-3 possible ways to reach you; indicate (C) for cell, (W) for work, or (H) for home

() _____ () _____

() _____

Email address: _____

Child 1. Days at the After School Club: M T W Th F Start date: _____

Child 2. Days at the After School Club: M T W Th F Start date: _____

# of days	1	2	3	4	5
Deposit	58	108	131	151	173
For 2	96	195	237	273	312
Monthly Tuition	175	325	395	455	520
2 children	288	585	711	819	936

A day at a time \$45 per day/ \$80 full day Registration fee \$35.00 1 child/ \$50.00 2 or more

I have read these forms and understand all the information.

Signature _____ Date _____

To be filled in by the office:

Paid: non-refundable registration fee of \$ _____ + Deposit of \$ _____ on _____

The remaining amount: tuition \$ _____ minus deposit of \$ _____ = \$ _____ is due _____.

Are there any additional waitlisted days? M T W Th F

A day at a time registration fee of \$ _____ paid on _____.