6315 S. Mason Montgomery Rd

Mason, OH 45040

(513) 398-4741 [eschmidt@masonumc.org](mailto:eschmidt@masonumc.org)

**Enrollment Form**

Welcome to Parent’s Day Out! Attached you will find a registration contract for enrollment in the 2019/2020 session. A place will be held for your child as soon as your signed contract and the registration fees are received. Registration is honored on a first come basis so please return the contract and fees as soon as possible. A minimum of 5 children must be registered per class for a class to be held. You will be contacted if your first choice is unavailable.

Please keep this information for future reference. Once registered, you will receive a confirmation packet which will include a calendar, physical form, emergency consent form, and parent’s handbook.

Note the following information for Parent’s Day Out:

* Registration fees are $50.00 per child, $75 per family and are non-refundable. Please make checks payable to: PDO @MUMC
* Monthly fee is $70.00 ($60.00 each additional child). Monthly fees are due **September through May on the 1st of** **the month** (September dues are to be paid the first week of classes). A $10.00 late fee must be added if fees are paid after the 15th of the month.
* Students are assigned to the classrooms according to their birth date.
* A **30-day written notice** is required when leaving the program for ***any*** reason in order to avoid paying the next month’s fees. For example: to avoid paying January fees, you must withdraw from Parent’s Day Out by Dec. 1st

If you have any questions or your plans change, please contact the program director,

Emily Schmidt at eschmidt@masonumc.org or (513) 398-4741