

# Membership & Registration Form



Guiding Hands Inc. 501c3 – Federal Tax

**Cash or Check Payable To:**  
**OST Guiding Hands**  
2004-B East Park Place  
El Segundo, CA 90245

Parent Full Name: \_\_\_\_\_ Child Full Name \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
Teacher Name: \_\_\_\_\_ Allergies: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Home Phone: (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Transportation will be provided for an additional fee by our vendor partner, HopSkipDrive. Please visit their website to learn more [www.hopskipdrive.com](http://www.hopskipdrive.com).



## Program Fees

### TK/Kindergartners:

After School Program - \$399 FT/ monthly

Part-Time: \$299 monthly (up to 10 days)

### Grades 1-6:

After School Program - \$299 FT/monthly

Part-Time: \$220 monthly (up to 10 days)

### Extended Care – All Grades

~ \$10 per each 15 min after 6pm

### One-Time Registration Fee:

\$75

### Enrollment Deposit - 2016-17

\$100 goes towards first month fees

**Cancellations/Changes and Refunds:** All payments must be made on or before the first day of each month. A \$10 late payment will be assessed each day following the first of the month. After three days of late payment, the Center reserves the right to terminate the contract. Guiding Hands Learning Center provides a 10 month track for its members. It is the responsibility of the Parent to express in writing to Guiding Hands when withdrawal from the program is required. There will be **NO** prorated refunds given when withdrawing your child from program with less than 30 days written notice.

**PAYMENT METHOD:** Check, Cash or Money Order must be in U.S. funds payable to: **OST Guiding Hands**. There will be a \$25.00 fee charged on checks returned by the bank due to insufficient funds. Registration confirmation/receipt, payment schedule, and further information will be provided once the registration process is complete.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ GH Administration \_\_\_\_\_