



Dear Parents:

Thank you for your interest in First Step Day Care & Learning Center. Enclosed is our brochure, preliminary application and general information sheet. Placement in our Center, although not guaranteed, will be based upon the order of receipt of the preliminary application and \$35 non-refundable application fee. **Return preliminary application and \$35 application fee to 1020 Main Street, Baton Rouge, LA 70802.** If you have any additional questions, please feel free to leave a message at 225-383-1880 and we will return your call.

Sincerely,

1020 Main Street Baton Rouge, LA 70802  
(225) 383-1880 Fax: (225) 383-1885  
[www.brfirststepdaycare.com](http://www.brfirststepdaycare.com)



## PRELIMINARY APPLICATION

Child's Name \_\_\_\_\_ Sex \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's Address \_\_\_\_\_

Father's Telephone No. Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Mother's Name \_\_\_\_\_

Mother's Address \_\_\_\_\_

Mother's Telephone No. Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Does child currently attend day care? \_\_\_\_\_

How did you hear about First Step Day Care & Learning Center? \_\_\_\_\_

Does child have any handicaps or limitations that would require special attention? \_\_\_\_\_

Please specify, \_\_\_\_\_

\*\* Please note: There is a \$35 non-refundable preliminary application fee that must accompany this application. **Please mail application and fee to 1020 Main Street, Baton Rouge, LA 70802.** Payment of the fee does not guarantee placement of your child at First Step Daycare Center.



## GENERAL INFORMATION SHEET

### HOURS

Monday - Friday 7:00 a.m. - 5:30 p.m.

### FEES (Effective January 2011)

Non-Refundable Preliminary Application	\$35
Non-Refundable Registration Fee:	\$150 (yearly)
Tuition Fees:	Infants - \$170 per week Toddlers - \$160 per week Two's - \$150 per week Three's - \$155 per week* Four's - \$155 per week*
Security Cards:	\$25 for two cards

We use High Reach Curriculum.

There will be a \$10 per week sibling discount.

All tuition is due in advance on Friday for the following week. If not received by Monday at 5:30 p.m., a \$10 late fee will be charged daily. After the third week tuition is late, the Center reserves the right to dismiss the child from the center. A \$25 fee will be charged for any check returned NSF.

\*Computer Tots for ages 3 thru 5 years included in tuition.



## **HOLIDAYS**

First Step will close for the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Mardi Gras	Friday after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Forth of July	

If any of these holidays fall on a weekend, the Center will close either the Friday before or the Monday after the holiday. You will be notified of the exact date before the holiday. Tuition is paid for holidays.

## **LATE PICKUPS**

Late fees go into effect at 5:30. The fee will be \$1.00 per child for every minute the first time the child is picked up late. Thereafter, the late fee will increase to \$2.00 per child for every minute the child is picked up late. Payment must be included in the next tuition payment. The Center reserves the right to dismiss any child from its program.