



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



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 March 2017)

Non-Refundable Preliminary Application	\$35
Non-Refundable Registration Fee:	\$150 (yearly)
Tuition Fees:	Infants - \$185 per week Toddlers - \$175 per week Two's - \$165 per week Three's - \$170 per week* Four's - \$170 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.