

Name/Date: \_\_\_\_\_

## Wellspring Site Visit

### General

- This form is to be filled out onsite during Director tour/interview.
- Start date: \_\_\_\_\_
- Class Assignment: \_\_\_\_\_
- Will more than one child from your family be attending? Yes \_\_\_\_\_ No \_\_\_\_\_
- Parents to bring several items from home. What should/shouldn't be brought? Discuss with Director.
- Has any information changed since the application and forms were filled out?
- Any allergies or developmental concerns? \_\_\_\_\_
  - If life threatening, please provide a written plan of action endorsed by child's Pediatrician.

### Billing


- When am I billed?
  - Wellspring charges tuition on the 1<sup>st</sup> and the 15<sup>th</sup> at a flat rate regardless of holidays
  - Payments are automatically withdrawn via ACH, with a credit card on file as a backup form of payment.
- How is it calculated?
  - First Payment: Calculated based on the number of weekdays from the start date until the next billing period.  
Example: If a new family starts on a Monday the 22<sup>nd</sup> of November, their first billing charge would be based on the 7 weekdays left in the month. The 1st payment would be calculated as 1.4 weeks worth of tuition.  
[First Payment = (7/5)\*Weekly\_Tuition]
  - Regular Payments: 1<sup>st</sup> or 15<sup>th</sup> Payment = (Weekly\_Tuition\*52)/24
- First Payment
  - Prorated tuition and annual supply/facility fee will be withdrawn via ACH from the bank account specified on the payment form. The first payment will be processed as soon as the day after the payment form is received.
  - I, \_\_\_\_\_, authorize a charge for the \$85 annual supply & facility fee for each child.  
Signature: \_\_\_\_\_
  - I, \_\_\_\_\_, authorize a \$\_\_\_\_\_ charge to my account for prorated tuition.
  - Signature: \_\_\_\_\_
- Where do I get receipts or statements?
  - To access **financial statements/receipts** visit Wellspringkids.com and click 'Login' on the main menu

### Signature Packet Forms

All parent forms can be downloaded at WellspringKids.com. Find and click the "Signature Packet" Button. Put a check next to the following forms that have been completed:

\_\_\_\_\_ Wellspring Site Visit  
\_\_\_\_\_ Parent Handbook Signature Page  
\_\_\_\_\_ Shot/Immunization Records  
\_\_\_\_\_ Daily Bread (Infant addendum?)  
\_\_\_\_\_ Payment Form (Both Credit Card and Bank Info)

### ProCare Mobile App

- Setup
  - After completing all required forms, Wellspring will send an invitation to a ProCare Connect Profile
  - Download the ProCare app to login. 
- Overview
  - Messaging/Photos/Daily activities
  - Child sign in/out
  - Uploading Documents/Forms