



## Registration for the 2026-2027 School Year

### Registration Process

1. Complete the **Ark Children's Center Enrollment Form** (pages 3-5)  
*All classes are available for enrollment T/TH, MWF or M-F unless indicated otherwise.*

Class	Age
Infant 1 (Young Infants)	6 weeks of age by 1 <sup>st</sup> day of attendance
Infant 2 (Older Infants)	6 months of age by 1 <sup>st</sup> day of attendance
Pre-K 2	Age 2 by Sept. 1, 2026
Pre-K 3	Age 3 by Sept. 1, 2026
Pre-K 4 ( <i>available MWF &amp; M-F</i> )	Age 4 by Sept. 1, 2026

2. Complete and sign a **Tuition Agreement for each child** (page 6)
3. Complete and submit new ACH/Credit Card authorization form. All fees will be processed electronically and are non-refundable.
4. Pay the **non-refundable registration and supply fee of \$250**. Payment can be made via check or processed electronically using information from ACH/Credit Card authorization form.
5. Submit forms by email ([ark@gateway.cc](mailto:ark@gateway.cc)), fax (281-286-1590) or mail (760 Clear Lake City Blvd., Webster, TX 77598).

**Registration for current Ark and/or Gateway families begins February 2, 2026.  
 Registration is open to the public March 2, 2026.**

### Due In August

1. Doctor's Statement (Form 1515) – August 17<sup>th</sup>
2. Immunization record – August 17<sup>th</sup>
3. First month's tuition payment – August 1<sup>st</sup>

*\*All classes must have a minimum of 6 students registered to open\**



## 2026 – 2027 Monthly Tuition Rates

	TTH	MWF	M-F
<b>Infant 1 Enrollment</b> <i>9:05-2:00 PM</i>	\$405/month	\$470/month	\$585/month
+ Rise & Shine (R&S) <i>7:30-9:05 AM</i>	+\$85/month =\$490/month	+\$115/month =\$585/month	+\$195/month =\$780/month
+ Stay & Play (S&P) <i>2:00-4:00 PM</i>	+\$115/month =\$520/month	+\$150/month =\$620/month	+\$260/month =\$845/month
+ R&S & S&P <i>7:30 AM-4:00 PM</i>	+\$200/month =\$605/month	+\$265/month =\$735/month	+\$455/month =\$1040/month
<b>Infant 2-Pre-K 4 Enrollment</b> <i>9:05-2:00 PM</i>	\$365/month	\$425/month	\$545/month
+ Rise & Shine (R&S) <i>7:30-9:05 AM</i>	+\$85/month =\$450/month	+\$115/month =\$540/month	+\$195/month =\$740/month
+ Stay & Play (S&P) <i>2:00-4:00 PM</i>	+\$115/month =\$480/month	+\$150/month =\$575/month	+\$260/month =\$805/month
+ R&S & S&P <i>7:30 AM-4:00 PM</i>	+\$200/month =\$565/month	+\$265/month =\$690/month	+\$455/month =\$1020/month

### Add-On Rise & Shine and Stay & Play Rates:

#### Rise & Shine 7:30-9:05 AM:

Drop-in	\$20.00
10-Pack	\$150.00

#### Stay & Play 2:00-4:00 PM:

Drop-in	\$25.00
10-Pack	\$200.00

*Rise & Shine and Stay & Play are only available as add-ons to the regular school day.*



# Ark Children's Center

## 2026-2027 School Year Enrollment Form

The Ark Children's Center welcomes students of any race, color, and national or ethnic origin. All fields of this application must be completed to be considered for enrollment. Please print legibly or type.

**ADMISSION REQUIREMENTS:** *All of the following must be submitted before your child(ren) may be admitted.*

Child 1 Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Child 1 Address \_\_\_\_\_  
City State Zip

**Required Documents:**

- Copy of my child's most current Immunization Record.  Form 1515 (Doctor's Statement) or a written statement from a health service or clinic.

**Enrollment:**

- Infant 1 (6 wk.+)  Infant 2 (6 mo.+)  Pre-K 2  Pre-K 3  Pre-K 4

**Days:**

- TTH  MWF  M-F

**Additional Enrollments (optional):**

- Rise & Shine  Stay & Play

Child 2 Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Child 2 Address \_\_\_\_\_  
City State Zip

**Required Documents:**

- Copy of my child's most current Immunization Record.  Form 1515 (Doctor's Statement) or a written statement from a health service or clinic.

**Enrollment:**

- Infant 1 (6 wk.+)  Infant 2 (6 mo.+)  Pre-K 2  Pre-K 3  Pre-K 4

**Days:**

- TTH  MWF  M-F

**Additional Enrollments (optional):**

- Rise & Shine  Stay & Play

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

Employer \_\_\_\_\_ E-Mail \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Service Provider: \_\_\_\_\_

Address (if different from child's) \_\_\_\_\_  
City State Zip

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

Employer \_\_\_\_\_ E-Mail \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Service Provider: \_\_\_\_\_

Address (if different from child's) \_\_\_\_\_  
City State Zip

*\*Cell phone service provider is needed for your phone number to populate in the ProCare App*



### Emergency Contacts

We are required to have at least 1 complete emergency contact on file that is not the child's mother or father. Parents will always be called first in an emergency.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

### Persons Authorized for Alternate Pick-Up:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

### Permissions & Acknowledgements

Child 1 Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**FIELD TRIPS:** Parent(s) are notified prior to any event or field trip. A permission slip must be signed for the child to attend the event or field trip.

I hereby:  give  do not give my consent for my child to take part in any scheduled event or field trip.

**WATER ACTIVITIES:** I hereby give my consent for my child to participate in the following water activities: (please check all that apply)

sprinkler play  water table play  splashing/wading pools  swimming pools  slip 'n' slides

**NUTRITION AGREEMENT:** I acknowledge that I am responsible for providing a nutritious lunch for my child each school day, and that the ACC is not responsible for meeting my child's daily nutritional needs.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

Child 2 Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**FIELD TRIPS:** Parent(s) are notified prior to any event or field trip. A permission slip must be signed for the child to attend the event or field trip.

I hereby:  give  do not give my consent for my child to take part in any scheduled event or field trip.

**WATER ACTIVITIES:** I hereby give my consent for my child to participate in the following water activities: (please check all that apply)

sprinkler play  water table play  splashing/wading pools  swimming pools  slip 'n' slides

**NUTRITION AGREEMENT:** I acknowledge that I am responsible for providing a nutritious lunch for my child each school day, and that the ACC is not responsible for meeting my child's daily nutritional needs.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



### Medical & Physician Information

**Child 1 Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
List any special needs or medical conditions that your child may have. These include but are not limited to allergies, existing or pre-existing condition or illness, hospitalizations during the past 12 months, and medication prescribed for long-term use. For any food allergy listed, you must provide a Food Allergy Emergency Plan listing foods, possible symptoms and steps to take. This form must be signed by a parent and a health care provider. **This section must be completed. Write "NONE" in the space provided if no needs or conditions exist.** Failure to disclose a medical condition or need may result in expulsion.

\_\_\_\_\_  
\_\_\_\_\_  
**Name of Licensed Physician** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

#### AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

If I cannot be reached during an emergency situation, I authorize my child to be transported to:

**Preferred Hospital (or nearest)** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

**I give consent for this facility to secure any and all necessary emergency medical care for my child.**

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**Child 2 Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
List any special needs or medical conditions that your child may have. These include but are not limited to allergies, existing or pre-existing condition or illness, hospitalizations during the past 12 months, and medication prescribed for long-term use. For any food allergy listed, you must provide a Food Allergy Emergency Plan listing foods, possible symptoms and steps to take. This form must be signed by a parent and a health care provider. **This section must be completed. Write "NONE" in the space provided if no needs or conditions exist.** Failure to disclose a medical condition or need may result in expulsion.

\_\_\_\_\_  
\_\_\_\_\_  
**Name of Licensed Physician** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

#### AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

If I cannot be reached during an emergency situation, I authorize my child to be transported to:

**Preferred Hospital (or nearest)** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

**I give consent for this facility to secure any and all necessary emergency medical care for my child.**

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

### How did you hear about Ark Children's Center?

- Personal Referral - **Name:** \_\_\_\_\_
- Online Search / Google
- Drive by / Marquee
- Other - \_\_\_\_\_
- Social Media
- Flyer
- Community Event - **Event:** \_\_\_\_\_



## TUITION AGREEMENT 2026-2027

Parents,  
Our preschool utilizes a tuition agreement to clarify the financial commitment to our program. Timely payment is essential. This completed form should be returned to the Ark with your registration forms. **The first month's tuition payment is due August 1, 2026.** If you have questions, please do not hesitate to contact the ACC.

Thank you,

Andrea Wallace  
Director

I, \_\_\_\_\_, understand that my child, \_\_\_\_\_, is enrolled in the Ark Children's Center at Gateway Community Church for the 2026-2027 school year. I understand and agree that:

- A non-refundable registration and supply fee of \$250 will be due upon registering.
- Tuition is due the first (1<sup>st</sup>) of every month, with the first payment due August 1, 2026, and the final payment due May 1, 2027.
- Payment is considered late if made after the tenth (10<sup>th</sup>) of the month and will result in a \$25.00 late payment penalty fee.
- Monthly tuition is not based on my child's attendance and must be paid in full regardless of his/her absence, vacation, holidays, illness, quarantine, inclement weather, etc.
- Monthly tuition is the full year's tuition divided evenly across the school year. Full tuition must be paid each month regardless of the number of school days in the month.
- A sibling discount of 10% is given to the lower tuition rate when a second child is registered. Third and fourth siblings will receive a tuition discount of 20%.
- Thirty (30) day written notice is **required** to withdraw my child or change their attendance schedule. **Any tuition paid will not be refunded if thirty (30) day written notice is not given.**

For 2026-2027, my child is enrolled in:  
Mark one (1) corresponding box below:

	TTH	MWF	M-F
<b>Infant 1 Enrollment</b> 9:05-2:00 PM	<input type="checkbox"/> \$405/month	<input type="checkbox"/> \$470/month	<input type="checkbox"/> \$585/month
Enrollment + R&S 7:30-2:00 PM	<input type="checkbox"/> \$490/month	<input type="checkbox"/> \$585/month	<input type="checkbox"/> \$780/month
Enrollment + S&P 9:05-4:00 PM	<input type="checkbox"/> \$520/month	<input type="checkbox"/> \$620/month	<input type="checkbox"/> \$845/month
Enrollment + R&S + S&P 7:30 AM-4:00 PM	<input type="checkbox"/> \$605/month	<input type="checkbox"/> \$735/month	<input type="checkbox"/> \$1040/month

	TTH	MWF	M-F
<b>Infant 2 – Pre-K 4 Enrollment</b> 9:05-2:00 PM	<input type="checkbox"/> \$365/month	<input type="checkbox"/> \$425/month	<input type="checkbox"/> \$545/month
Enrollment + R&S 7:30-2:00 PM	<input type="checkbox"/> \$450/month	<input type="checkbox"/> \$540/month	<input type="checkbox"/> \$740/month
Enrollment + S&P 9:05-4:00 PM	<input type="checkbox"/> \$480/month	<input type="checkbox"/> \$575/month	<input type="checkbox"/> \$805/month
Enrollment + R&S + S&P 7:30 AM-4:00 PM	<input type="checkbox"/> \$565/month	<input type="checkbox"/> \$690/month	<input type="checkbox"/> \$1020/month

*\*R&S and S&P may be added on at the drop in or 10-pack rate at any time (as listed on page 2)*

**I have read and agree to the above-stated terms of enrollment.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

***A separate tuition agreement must be completed for each child.***



**the ark**  
children's center  
AT GATEWAY COMMUNITY CHURCH

## Ark Children's Center

760 Clear Lake City Blvd.

Webster, TX 77598

713-551-4870

Fax 281-286-1590

### **DOCTOR'S STATEMENT**

26-27 School Year

*The Ark Children's Center is a licensed childcare facility in the State of Texas and is required to have a signed statement from a licensed healthcare professional for each child.*

I have examined this child within the past 12 months and find that he/she is physically able to take part in the Ark Children's Center school program.

\_\_\_\_\_  
Child's Name Printed

\_\_\_\_\_  
Licensed Healthcare Professional Signature

\_\_\_\_\_  
Date

### **ATTENTION 4-5 YEAR OLDS**

#### **Vision and Hearing Screening**

The ACC is required by the State of Texas to provide hearing and vision screening for 4 (four) and 5 (five) year old children. Parents are responsible for the cost of the screening. If your child was screened by their pediatrician, please submit the results with this statement within 120 days of enrollment. The ACC will maintain screening records in each child's file as required by licensing rule 26 TAC § 746.629

# Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. I (we) understand that there is a fee associated with all credit card transactions from Tuition Express. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

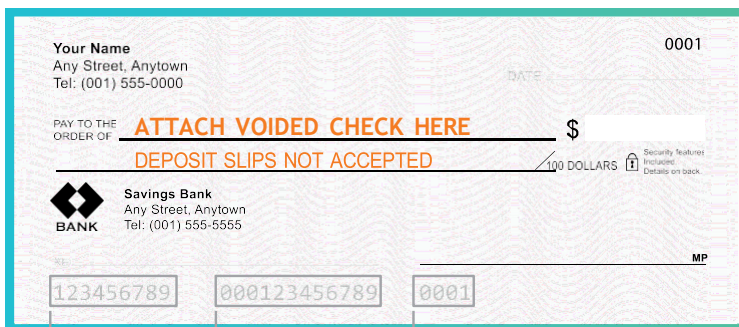
### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER      ACCOUNT NUMBER      CHECK NUMBER

#### FOR OFFICIAL USE ONLY

Date Received
Employee Signature

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