



2023-2024 Acceptance Letter

Welcome!

We are thrilled that you have chosen the NASA Goddard Child Development Center (GCDC) as part of your child's early learning experience. To formally accept your child's enrollment, we require the following:

- A completed **Acceptance Form** (this form).
- A completed **Tuition Express Form** (with a voided check attached). This form will be used to enroll you in our automatic payment program. We will use Tuition express to collect your deposit and other enrollment fees. Your fees/deposit will be deducted from your banking account on the Wednesday following receipt of your acceptance form. We will also use Tuition Express to collect your tuition after enrollment.
- **Proof of eligibility** to use our program (e.g., Copy of valid NASA identification card for Civil Servants/Contractors, a copy of a valid ID from other federal agencies, a copy of valid University of Maryland faculty identification, etc.)
- A copy of your **child's birth certificate**.

After you have submitted the information above, please go back to <https://www.gcdcnasa.org/gcdc-forms/> and complete the remaining requirements. We will begin billing your account and collecting payments through Tuition Express after the two-week deposit has been used.

We are excited that you have chose NASA GCDC as the foundation for your child's education. We look forward to a fun and enriching year ahead. If you have any questions, please fee free to contact the GCDC Main Office at the number above.

Elycia Chew
GCDC, Assistant Director

It is the philosophy of Goddard Child Development Center to create a stimulating environment in which children can learn through exploration and discovery with Teachers acting as facilitators.

Goddard Child Development Center
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**Goddard Child Development Center
Acceptance Form**

CHILD'S First & Last NAME _____

DATE OF BIRTH (mm/dd/yyyy) _____

Parent (GSFC/Federal Employee)

PARENT Name _____ Email _____

Home Address _____

Home Phone _____ Work Phone _____

Parent

PARENT Name _____ Email _____

Home Address _____

Home Phone _____ Work Phone _____

Please Initial Both Statements:

_____ I am enclosing a completed Tuition Express form. I understand this will be used to process the payment listed below. I understand that automatic tuition payments will begin after my deposit is used. I understand tuition is billed 1 week in advance.

_____ I understand the two week deposit will be applied to my child's first two weeks. If I decide not to enroll my child as planned, **the two weeks deposit is non-refundable.**

Deposit and Registration Fees:

Two-year-old: \$770 -- 2 weeks tuition (\$360/week) + registration fee (\$50)

Three-/Four-/Five-year-old: \$670 -- 2 weeks tuition (\$310/week) + registration fee (\$50)

Parent Name (please print)

Parent Signature

Date