

Goddard Child Development Center
NASA/GSFC Code 200.9
Greenbelt, Maryland 20771
Phone: 301-286-8588
Fax: 301-286-0230
info@gcdc-nasa.org



2023-2024 Acceptance Letter

Welcome!

We are thrilled that you have chosen NASA Goddard Child Development Center (GCDC) as a part of your child's early learning experience. To formally accept your child's enrollment offer, 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 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 valid identification from other federal agencies, copy 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 <http://www.nasagcdc.org/enrollment-login.html> and complete the remaining requirements.

We will begin billing your account and collect payments through Tuition Express on your child's scheduled first day of enrollment.

We are excited that you have chosen 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 feel free to contact the GCDC office at the number listed above.

Elycia Chew
GCDC, Assistant Director

Goddard Child Development Center

Acceptance Form

CHILD'S First & Last NAME _____

DATE OF BIRTH (mm/dd/yyyy): _____

Parent (GSFC Employee)

Parent Name _____ Email _____

Home Address _____

Home phone _____ Workphone _____

Parent

Parent Name _____ Email _____

Home Address _____

Home phone _____ Workphone _____

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 of enrollment. If I decide not to enroll my child as planned, **the two week deposit is non-refundable.**

Deposit and Registration Fees

Two-year-old: \$778--2 weeks tuition (\$359 per wk.) + registration fee (\$60)

Three/Four/Five-year old: \$680-- 2 week's tuition (\$310per wk.) + registration fee (\$60)

Parent Name (please print)

Parent Signature

Date