

GHC Paperwork/Payment Drop-off (Late Registration)

Tuesday, June 9th at 1:30pm

Grace Church of Fredericksburg Main Lobby
1141 Heatherstone Drive Fredericksburg, VA 22407

Once the online portion of registration is complete, we have the second step to complete your registration- paperwork drop-off. If your paperwork is not dropped off and you have not made other arrangements, please contact ghc.questions@gmail.com ASAP, otherwise your online class registrations will be automatically forfeited.

WHAT TO BRING:

Your checkbook if mistakes are found

1. **Emergency Medical Form** - Printed & completely filled out for EACH child involved at GHC in any way.
 - a. Each child (under 18) must have a form
 - b. If you have a little one signed up in Babysitting or you plan to utilize the drop-in option, your child needs an Emergency Medical Form completed and on file.
2. **Registration Fee:** \$130 – Grace Church of Fredericksburg Members / \$175 – Non-Grace Church of Fredericksburg Members, check payable to: Grace Church of Fredericksburg.
3. **Website Fee:** \$15 per family - this can be included in the same check as your registration fee (made payable to Grace Church of Fredericksburg)
4. **Background Fee:** \$10/per background check – Only new community members. Make checks payable to: Grace Church of Fredericksburg. (Grace Church of Fredericksburg members do not pay this fee.) Yes, this has to be a separate check from the registration fee.
 - b. Once your check has been received you will receive an email link for you to complete the background check.
 - c. Returning members - if your background check expires before classes start you will receive an email with instructions on how to get it updated.
5. **Payment for each tutor** – if you have multiple students with one tutor or are taking multiple classes, you may make one payment to that tutor. If you log in to your profile and select “Balance” in the upper right, the first page “Statement of Account” gives a wonderful total of what is owed to each tutor, this can help you easily write out your checks.
 - a. Check – include Tuition & Materials fee and add student/class name in “Memo” section. Bring extra checks in case a mistake is found. Checks do not need to be in envelopes.
 - b. Money Order/Cashier’s Check – please make sure all areas are properly filled out.
 - c. Cash – the exact amount in an unsealed envelope, one for EACH tutor, labeled with tutor name, class, child enrolled and amount.