

## Enrollment Agreement

Student Full Name \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address (street, city, state, zip) \_\_\_\_\_

Parent or guardian name and phone number \_\_\_\_\_

Parent or guardian email \_\_\_\_\_

Parent or guardian name and phone number \_\_\_\_\_

Parent or guardian email \_\_\_\_\_

### Terms

**Authority:** I am the parent and legally authorized guardian of the student identified above. I have the legal authority to enroll the student at Fun Fun Daycare (herein "FFDC").

**Period of Enrollment:** I understand and agree that the period of enrollment shall be for the entire school year as determined by FFDC or, in the case of a child entering after the school year has begun, from the date of admission to the last day of said school year.

**Commitment for the Full School Year:** I understand that FFDC has granted to my child one of a limited number of placement positions. Having accepted one of such limited number of placement positions, I understand and agree that there will be no refund, credit, pro-ration, or adjustment of tuition in the event of the absence, withdrawal, or exclusion of my child from FFDC except as provided in the **Withdrawal from Center** and the **Mandatory Withdrawal Policy** sections below.

**Annual Non-Refundable Fees:** At the time of acceptance and/or reenrollment, the annual non-refundable enrollment fee and materials fee are due. These fees will not be refunded regardless of whether the withdrawal decision was made voluntarily or involuntarily, and regardless of the length of my child's enrollment at FFDC.

**Withdrawal from Center:** I understand that in order to withdraw my child from FFDC, a written notice of early withdrawal as well as one month's tuition fee (in addition to the one month tuition paid in advance) must be submitted to the FFDC office **on or before the first day** of the month, at least 30 days prior to withdrawal. This written notice and tuition payment must be received on or before the first day of the month, or parent/guardian will be required to pay the following month's tuition.

**Tuition Payments:** \$TBD per month (FULL TIME), \$TBD per day (PART TIME)

**Adjustment:** Tuition rate is reviewed annually and is adjusted accordingly with the yearly budgeting. Any changes will be notified 90 days in advance.

Tuition payment is paid in monthly installments due on the first day of the month, paid **one month in advance**. There is a grace period until the 5<sup>th</sup> of the month. Payment received after the 5<sup>th</sup> of the month will be subject to a \$35.00 late fee. Checks returned for insufficient funds are subject to a \$70.00 charge (\$35.00 late fee AND a \$35.00 returned check charge). If two checks are returned, all future payments are to be made by cash or money order. Checks may not be post-dated. Should any tuition or fees become past due, my child will be excluded from FFDC until payment is made in full – including any late fees or returned check charges. My child's space may be filled during this period. Tuition is due regardless of the child's attendance. Tuition credit cannot be given for absences due to illness, vacations or other personal plans.

**Late Payments:** In the event any payment shall be more than fifteen days late, FFDC shall have the right to withhold any and all services for the child and /or parent. FFDC will require me to pay immediately the

full amount of the tuition, and any other costs, which have not been paid. I agree to pay and FFDC shall have the right to be reimbursed for, all of FFDC's costs and expenses incurred enforcing this Agreement, including Court and attorney's fees. I agree that if this matter has been turned over for collection to any collection agency or attorney, I shall be responsible for all collection agency and/or attorney fees.

**Daycare Hours:** Monday – Friday, 8:00AM – 6:00PM.

\*Please note: Any late departures (pick up after 6:00PM) are not encouraged and early notification or phone call would be greatly appreciated.

FFDC follows the Federal Holidays Schedule as posted on the *Office of Personnel Management website* and remains CLOSED in observance of the federal holidays.

OVERNIGHT CARE is to be provided on a case-by-case basis under special circumstances, such as family emergencies and extreme weather conditions. If parents wish to request overnight care, please notify the center as soon as possible to discuss sleeping arrangements and personal needs. We follow the Office of Child Care's recommendations on sleeping arrangements as outlined below:

- The provider or substitute should remain on the premises and on the same level of the home as the children in care throughout the period of care.
- The provider or substitute should respond to the feeding schedule, sleep habits and disturbances, and age-appropriate bedtime routine of each child in care.
- The provider or substitute should stay alert and respond appropriately to ensure the safety of each child in care.

**Inclement Weather / Emergency Closing Policies:**

1) If Montgomery County Public Schools (MCPS) are CLOSED due to inclement weather or other emergencies, we will also be CLOSED.

2) If MCPS is OPENED on A TWO-HOUR DELAY, we will OPEN AT 8 AM (regular hours).

3) If MCPS is on EARLY DISMISSAL, parents / guardians will be contacted via E-MAIL or PHONE and notified of our closing time. Parents / guardians are encouraged to pick up their children as soon as possible.

**General Policies:**

FFDC does not allow the presence of any pets on the premises due to the consideration of health and safety of all children in our care and staff members.

FFDC reserves the right to determine general staffing arrangements and policies. During normal daycare hours, the provider is present to care for the children with the help of a volunteer if needed. A substitute would be present when the provider must be absent for doctor appointments, personal emergencies or obligations, and an annual two-week vacation that would be announced in advance by the provider.

FFDC does not discriminate on the basis of race, color, national and/or ethnic origin, or disability in the admission of students, the employment of staff, or in the administration of its policies.

Children with special needs may be enrolled at FFDC if their developmental and social needs can be met with reasonable accommodations and without fundamentally altering the objectives of the program.

Enrollment may not commence until all required health and emergency forms and tuition and fees have been received.

### **Mandatory Withdrawal Policy:**

FFDC may temporarily exclude a child from FFDC or permanently terminate a child's enrollment as follows:

Upon two weeks' notice for the following reasons:

1. Parental failure to abide by FFDC policies and enrollment agreement
2. FFDC's program is not meeting developmental or special needs of the child as determined by the FFDC director.

Immediate withdrawal may result for the following reasons:

1. Health or behavioral reasons that threaten the safety, health, or well-being of the child or other children and staff
2. Chronic disregard of tuition policies
3. A pattern of late pick-up
4. Other conducts of parents/guardians or a child that threatens the well-being of children or staff

### **Child Illness Policy:**

To protect the health and safety of all children and staff in our care, FFDC follows the exclusion of acute illness policy as outlined in the Code of Maryland Regulations (COMAR). All children shall be monitored for signs and symptoms of acute illness, and a child's parent or other person designated on the child's emergency card shall be notified immediately upon observing a sign or symptom of acute illness.

A child may not be allowed to enter or remain in care if the child is exhibiting symptoms of acute illness such as, but not limited to:

1. Vomiting;
2. Fever;
3. Seizures;
4. Severe Pain; or
5. Diarrhea

\*A complete list of signs and symptoms of acute illness in children can be found on the [Office of Child Care Early Childhood Development website](#), and is also posted on the Bulletin Board by the Main Entrance of FFDC.

### **Screen Time Policy:**

In order to encourage the children in our care to engage in positive interactions with people, participate in activities that promote brain development, creative play, and physical activity, FFDC incorporates the use of passive and interactive technology such as videos, applications, and streaming media during childcare hours. We follow the Office of Child Care's Recommendations on Screen Time as outlined in the following:

- Children younger than 2 years old are not permitted to view any passive technology.
- Children 2 years old or older are not permitted to view more than 30 minutes of age-appropriate, educational passive technology per week.
- No child is permitted to have any screen time during a meal or a snack.
- No child is permitted to view media that promotes brand placement or advertises for unhealthy or sugary food or beverages.

### Child Discipline Policy:

FFDC staff members are absolutely not permitted to use any form of physical punishment, including spanking. Staff members may not single out a child for ridicule, threaten harm to the child or the child's family, and may not specifically aim to degrade a child or a child's family. They may not use harsh, demeaning or abusive language in the presence of children. We use the following disciplinary techniques where they are age appropriate:

- Giving Choices
- Problem Solving
- Natural and Logical Consequences
- Ignoring
- Redirecting
- Time Out

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. The staff will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children in the daycare. The limits may be set at times in order to keep children from losing control or causing harm to themselves or others. Time Out is only one way to handle a situation and allows the child to regain control of his/her actions and feelings. Time away from the group will not exceed the following schedule. A timer will be used.

Toddlers	30 seconds to 2 minutes
Preschoolers	3 to 5 minutes
School-age	5 to 10 minutes

### Parental Consent

**Promotional Materials:** I give permission to FFDC to use photographs, videotapes, and/movies taken of or by the above-named child for promotional use in classroom displays or on the FFDC website.

**Emergency Medical Attention:** I give my express consent to FFDC, or any agent acting in its behalf, to secure and provide any medical and dental attention deemed necessary in the discretion of FFDC for my child during a period when I cannot be contacted by telephone. I further agree to assume complete financial responsibility for any and all medical expenses incurred on behalf of my child under the above conditions. I agree to release, indemnify and hold harmless FFDC and its agents for any and all damages arising from medical conditions, both known and unknown, not directly caused by FFDC's gross negligence.

**Student Directory:** I give permission for my child to be included in the FFDC student directory, which is distributed by FFDC to other enrolled students and their families.

**I have read and understand the above Enrollment Agreement. I agree to abide by the policies as specified. Enclosed are the non-refundable fees required to reserve a place for my child at FFDC for the 2017-2018 school year.**

*The parent or legal guardian of the child, if applicable, must sign this agreement personally. Please indicate where a single parent or guardian has sole legal custody.*

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date