

ENROLLMENT AGREEMENT

Student's Full Name: _____ Gender: M / F DOB: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Father's Full Name: _____
 Father's Phone: _____ Email: _____

Mother's Full Name: _____
 Mother's Phone: _____ Email: _____

TERMS AND CONDITIONS

Authority: I am the parent or legally authorized guardian of the student identified above. I have the legal authority to enroll the student in 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, proration, or adjustment of tuition in the event of the absence, withdrawal, or exclusion of my child from FFDC except as provided in the **Mandatory Withdrawal / Termination Policy** section below.

One-Time Non-Refundable Fees: At the time of acceptance and/or enrollment, the one-time non-refundable Enrollment Fee, which equates to 50% of the monthly Tuition Payment, and \$100 Registration Fee are due.

Tuition Payments: \$TBD per month (FULL TIME)

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

Payment Method: Tuition Payments are paid in monthly installments due on the first day of the month, paid **one month in advance**, and granted a grace period until the 5th of the month. Payment received after the 5th of the month will be subjected to a \$35.00 late fee. Checks returned for insufficient funds are subjected 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 other 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. During this period, my child's space may be filled. Tuition credit cannot be given for absences due to illnesses, vacations or other personal plans.

DAYCARE HOURS

Monday – Friday : 8:30 AM – 6:00 PM

Please note: Any early arrivals (before 8:30 AM) or late pickup (after 6:00 PM) 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 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 facility 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 MCPS (Montgomery County Public Schools) are CLOSED due to inclement weather or other emergencies, we will also be CLOSED.
2. If MCPS are OPEN on A TWO-HOUR DELAY, we will OPEN AT 8:30 AM (regular hours).
3. If MCPS are on EARLY DISMISSAL, we will CLOSE AT 6:00 PM (regular hours).

MANDATORY WITHDRAWAL / TERMINATION POLICY

FFDC may terminate a child's enrollment upon two weeks' notice for the following reasons:

- Parental failure to abide by FFDC policies and enrollment agreement.
- 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:

- Health or behavioral issues that threaten the safety, health, or well-being of the child or other children and staff.
- Chronic disregard of tuition policies.
- A pattern of late pickup.
- A parent/guardian or a child's other conduct that threatens the well-being of other children/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 |

GENERAL POLICIES

1. FFDC does not allow the presence of any pets on the premises due to consideration of the health and safety of all children in our care and staff members.
2. 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 co-provider or substitute would be present when the provider must be absent for doctor appointments, personal emergencies or obligations.
3. FFDC will be CLOSED for an annual two-week vacation that would be announced in advance by the provider.
4. 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.
5. 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.

PARENTAL CONSENT

Promotional Materials: I give permission to FFDC to use photographs, videotapes, and/or 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 on 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.

*****I have read and understood 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 said school year.***

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

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____