



Enrollment Agreement/Contract

This Agreement is between Learning Ladders Inc. DBA/Learning Ladders Child Development Center at 270 Bugeye Square, Unit 1, Prince Frederick, MD and _____ (Parents / Guardian) at _____ the parent(s) or guardian(s) of _____ (Child/Children)). Enrollment will continue until terminated in accordance with section 4 of this Agreement. This Agreement becomes effective upon submission to include applicable Registration and Security Deposit Fees.

*Please note that the word 'Parent' is used throughout this agreement and is meant to include Guardians in all statements.

1) BASIC SERVICES

Initial

- LLCDC will provide child care services that include an enrichment program filled with age appropriate, interactive learning experiences. Active and quiet activities will be balanced throughout the day with individual and group opportunities geared toward the emotional, social, and physical development of each child. Children will be placed in classrooms based on individual age, development, and special needs as determined by LLCDC staff.
- LLCDC will operate from 6:00 am until 6:00 pm, Monday through Friday throughout the year, except for closings outlined in the Parent Handbook.
- Full time children will have a daily rest period.
- Nutritious breakfast, lunches and afternoon snacks will be provided for all full time children excluding infants.
- All children will be assisted with personal care as needed.
- LLCDC will make reasonable efforts to safeguard children's personal items, but will not be responsible for lost or damaged items.
- LLCDC staff will report any suspicion of child abuse, neglect or endangerment to the proper authorities.

2) PAYMENT EXPECTATIONS

Initial

- Tuition is due prior to care rendered. Payments may be done on a weekly, bi-weekly, or monthly basis by check, cash, or credit card.
- A **Registration Fee** of \$75.00 will be due upon enrollment and is non-refundable.
- An **Activity Fee** of _____ (\$75.00 - \$200) will be paid upon enrollment and annually thereafter.
- A **Security Deposit will be collected upon enrollment, equal to one week's tuition.** The deposit will be held and applied toward the final balance provided the center has received a two week written notice in advance. Deposits will be forfeited if you fail to utilize a space once a child has been registered or upon withdrawal from the center without notice.
- A sibling discount of 15% off the total children's tuition will be offered to families with two or more children attending the program full-time.
- A 10% discount off of the total tuition rate will be offered to EMT, Firefighters, Law Enforcement, Military & Teachers.
- A \$35 fee will be applied to all returned checks.
- A late fee of 5% per day will be applied to your account for every day payment is late unless prior arrangements have been made with the Owner or Director.
- LLCDC reserves the right to terminate care if payment is late for more than one week.

- Tuition rates will be reviewed annually, and parents will be notified in writing of any changes or increases before they go into effect.
- Tuition is due regardless of holidays, holiday break, illness, vacation (see Parent Handbook), or inclement weather. In times of inclement weather, LLCDC will follow the Calvert County Public School District closing schedule unless the Director states otherwise. Closings, late openings and early dismissals are posted on LLCDC website within a reasonable amount of time during bad weather.
- The Summer Escapades Program will offer events and fieldtrips that will require an additional Activity Fee. Children ages 4 – 12 years will pay \$250.00.
- LLCDC closes at 6:00 pm every evening. If you are late, there will be a fee of \$20.00 for the first 15 minutes or fraction thereof. A charge of \$10.00 for each additional five-minute interval will be added. Please call the center to inform us that you will be late. Calling will not necessarily eliminate the late fee.

3) PARENTAL OBLIGATIONS

- Submit all required enrollment paperwork, to include but not limited to, all medical requirements, **prior** to the first day of attendance.
- Sign in children upon entrance of the center and sign out children upon departure, daily.
- Escort children to their classroom and never leave them unattended or unsupervised.
- Submit any changes in authorized ‘pick-up’ persons in writing prior to the child’s release. All authorized persons must have valid photo identification.
- Notify LLCDC if your child contracts or is exposed to any communicable illness or is absent for any other reason. Children should be picked up immediately when parents are notified of illness.
- Inform the center of any changes to contact information, medical status, etc. to keep your child’s enrollment file current.
- Provide the center with at least two weeks advance written notice prior to withdrawal or forfeit the deposit.
- Abide by all policies and procedures as outlined in the Parent Handbook.

Initial

4) TERMINATION OF ENROLLMENT

Enrollment will be considered terminated if:

- Parents provide LLCDC with a minimum of two weeks written notice of withdrawal.
- Payment is delinquent beyond one week without prior arrangements authorized by the owner or director of the center.
- Parents failure to comply with this Agreement, the Parent Handbook, or Licensing Regulations.
- LLCDC, in its sole discretion, determines it is unable to meet the needs of the child or that it is not in the best interest of other children enrolled to have the child continue in attendance.

Initial

5) MEDICAL TREATMENT AUTHORIZATION

In the case of an emergency medical situation, the center is authorized to obtain medical treatment as necessary. Parents agree to pay all expenses incurred in connection with treatment. LLCDC will make every reasonable effort to immediately notify a parent or emergency contact. Parents authorize transportation to the nearest medical facility and authorize any licensed physician or medical center to treat the child in the event of an emergency.

Initial

6) PHOTOGRAPH / VIDEO RELEASE

LLCDC is authorized to photograph/video the children and use the resulting photographs for any school related use including but not limited to news media, promotion and security monitoring. The parents release all rights, title, and interest in the finished photographs/video and negatives.

Initial

7) EMPLOYEE RETENTION

It is the intention of LLCDC to hire and retain top quality teachers and care givers to provide the best quality program for all of the children enrolled. For this reason, LLCDC requires that parents do not employ or attempt to employ any person employed by the center for a period of 6 months after their employment by the center terminates. Failure to comply with this policy will result in the parent agreeing to pay a \$1,500 placement fee.

Initial

8) CHILD ENROLLMENT INFORMATION & PARENT SIGNATURE

_____ is enrolled M T W T F The current tuition for this program is \$_____ per week.
(Child's Name) (Circle Desired Days)

_____ is enrolled M T W T F The current tuition for this program is \$_____ per week.
(Child's Name) (Circle Desired Days)

START DATE: _____

I have read, received, and understand the policies included in the LLCDC Enrollment Agreement, Parent Handbook contained within for the year 2018, and the Maryland Guide to Regulated Child Care (OCC 1524 (8/2016)). I agree to uphold and follow all stated policies set forth by LLCDC while my child is enrolled in the program at Learning Ladders Child Development Center. I understand any breach of this contract is cause for dismissal from LLCDC and no money is refunded. I am also aware of the financial obligations for the program I have selected.

Any money due to Learning Ladders Incorporated DBA/LLCDC at time of departure will be sought and all legal fees will be included to be paid by the client.

I have read and understand the policies regarding discipline, screen time, and health & safety in the classroom(s).

Signature of Parent or Guardian Date Signature of Owner or Director Date

Email: _____
Cell: _____

Email: _____
Cell: _____

OFFICE USE:

Registration Fee Due \$_____ Registration Fee Paid \$_____ Initial _____
Security Deposit Due \$_____ Security Deposit Paid \$_____ Initial _____
Activity Fee Due \$_____ Activity Fee Paid \$_____ Initial _____

DISCOUNTS:

Sibling Discount (15%) \$_____
Military Discount, Public Safety, or Teacher (10%) \$_____
SPECIAL COUPON CODE: _____ \$_____
Voucher # _____ Case# _____ \$_____