

# ENROLLMENT AGREEMENT

TO THE PARENT/GUARDIAN:

Please read this Enrollment Agreement carefully. If you do not understand any provisions, feel free to ask the Administrative Asst. to School or the Child Care Educational Director for an explanation. This Enrollment Agreement, its attachments, and the Code of Maryland, Regulations 10.05.01, Group Day Care Centers establish your legal rights and responsibilities, and those of the Center, regarding your child's participation in the Center. Throughout this Enrollment Agreement and attachments, the terms "you" and "parent" refer to the parent(s) or legal guardian(s) of the child enrolled in the Trinity Lutheran Early Learning Center. The term "school day" means a day when the Center is open and operating.

Trinity Lutheran Early Learning Center is an equal opportunity provider. It does not discriminate on the basis of its educational policies, admissions policies, or any other school-administered programs.

You hereby agree to enroll your child in the Trinity Lutheran Early Learning Center (hereafter referred to as the "Center"), and the Center agrees to accept your child's enrollment, under the terms and conditions as stated herein. You understand that the Center is providing care for your child so that you have the opportunity to pursue gainful employment or job training.

Trinity Lutheran Early Learning Center will also provide you with a Parent Handbook in conjunction with this Agreement.

- 1. PROGRAM AND HOURS OF CARE** – The Center will provide full-time care, Monday through Friday, for your child. The Center is open from 6:30 a.m.-6:00 p.m.

All children must be picked up by 6:00 p.m. Please call the Center at 410-679-4000, extension 111 before 4:30 p.m., extension 159 after 4:30 p.m. or the center cell phone 410-808-9148 if there is an emergency. The school office is open Monday through Friday 8:00 a.m. to 4:30 p.m. In case of emergency, arrangements should be made for someone else to pick up your child prior to 6:00 p.m. If I or other authorized persons fail to pick up my child and/or contact the center, and I or other authorized persons cannot be reached, center staff, within thirty minutes after closing time or in accordance with state child care licensing regulations, may release child to the custody of child protective services or other local authorities.

In all cases, a \$20.00 late fee will be charged for every ten minutes beyond 6:00 p.m. (Example: 6:01 to 6:10 = \$20.00; 6:11 to 6:20 = \$40.00; 6:21 to 6:30 = \$60.00, etc.)

**The late charge will be payable to the office prior to the entrance of the child in the Center on the following day. Repeated and unexcused lateness (more than three (3) in a ten (10) day period) may result in the discontinuance of this child care agreement.**

- 2. SIGN-IN/SIGN-OUT – A Designated Adult must sign their children in and out of the Center using the computers.** Teachers will not provide this service for parents/guardians. The center is responsible for the child only after he/she has been signed in and until the child is signed out. "Goodbyes" are to be exchanged in the classroom or the breakfast area. Pre-School Sign-In & Sign-Out computers are located in the area your child is in when you drop her/him off or pick her/him up. Before and/or After Care Sign-In & Sign Out is available on the computer located in Fellowship Hall. If the class has been relocated, a sign will be posted as to their location.

**Persons designated as an Emergency Contact will be contacted by the ELC and are authorized to pick up my child if there is a medical or other emergency and I cannot be reached.** Parent/Guardian must complete any state-specific emergency release forms required by individual state child care licensing regulations. In addition, release person must be 18 years of age or older.

ELC staff will release your child only to you. The persons you have provided as

your Emergency Contact/Pick-Up may pick up your child only if the ELC staff, management and/or school office has been notified of such. For the safety of your child, we will request all authorized Release Persons with whom staff are not familiar to provide Government Issued photo ID at time of pick-up. If you want a person who is not identified as an Emergency Contact to pick up your child, you must notify ELC management in advance. Your child will not be released without prior authorization. In the event you call a pick-up authorization into the center, the Parent/Guardian identification information will be used to verify your identity and to authorize the release of your child.

3. **DRESS CODE** – The Early Learning Center students are not required to wear uniforms. See handbook for the Dress Code Policy.

4. **PAYMENTS**

A. **REGISTRATION FEES** – A non-refundable annual registration fee is due and payable on the day this agreement is made (see signature for date) and, thereafter, during open enrollment for each session (fall/summer) your child is to be enrolled in the Center.

B. **DEPOSIT FOR CLASSES**

- **TUITION** – On or before the bi-weekly Friday tuition payment dates, you will pay the Center a two-week prepaid tuition fee. If you enroll your child in the Center during the middle of a two-week period you will pay, on or before the first day your child attends the Center, a one-week tuition fee for the week of attendance.

5. **METHOD OF PAYMENT** – Payments are to be made by cash, by credit card (in the finance office or on the school website *www.tlsonline.org*), by Direct Debit or Bank to Bank (Authorization Applications are available in the school office), by check or money order **payable to Trinity Lutheran Early Learning Center**. However, if any payment by check is returned unpaid, you will owe a service charge of \$20.00 in addition to other amounts due, and thereafter, you must pay by money order until the next re-enrollment date.

*Payment may be mailed to Trinity Lutheran Early Learning Center, 1100 Philadelphia Road, Joppa, MD 21085 or placed in the Tuition Payment Box provided for your convenience.*

Parent(s)/guardian(s) are responsible for payments two weeks in advance of services, which are payable every other Friday. **Payments must be mailed or delivered to the Center at the School Office; the Center will not be responsible for any payment lost, stolen or mislaid before delivery to the Finance Office. A child will not be accepted in the Center if proper payments have not been made.**

LATE FEE – Tuition received after the due date is assessed a \$20.00 late charge.

**Teachers are not authorized to accept payment.**

If there is any problem with your payments, please call the Financial Assistant at (410) 679-4000, extension 181, between 8:00 a.m. and 5:00 p.m.

6. **CHANGES IN TUITION** – You understand that the bi-weekly tuition rate is subject to change at the discretion of the Center. You agree you will pay the new rate after the Center gives you **fourteen (14) days** written notice of such change.
7. **ABSENCES** – **You are responsible for paying the full bi-weekly tuition for each two-week period your child is enrolled in the Center, even if your child is absent due to illness, vacation or other cause during a bi-weekly period.** The only exception to this would be if your child is absent for five (5) consecutive school days due to illness. In such cases only 50% of the weekly fee will be charged. **To secure this adjustment**

**in tuition fees, submit a signed statement from the doctor. If this statement is not submitted within 4 weeks of your child's return to the center, this adjustment is forfeited. This exception is allowable once a year.** As a courtesy, you should notify the Center a week in advance if your child will be absent due to vacation.

8. **HOLIDAY CLOSING** – The Center will be closed the following days; however, there will be no refund or credit against the bi-weekly tuition fee for these days: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day.

The Center is closed the days between Christmas and New Year's Day which is considered a vacation week. You will not be charged for this week.

9. **SNOW CLOSING AND INCLEMENT WEATHER CLOSING** – We do NOT follow Public School or Trinity Lutheran School closings. Our "School Closing Information" Hotline is accessible to you by calling 410-679-4000 and pressing extension 312, One Call System, and the school website ([www.tlsonline.org](http://www.tlsonline.org)).

There will be no refund or credit against the bi-weekly tuition fee for any such closing. In the event of any early closing due to inclement weather, you agree to make arrangements to pick up your child promptly.

If there is a 2 hour delay to open the Early Learning Center, breakfast will not be served.

10. **BEFORE AND AFTER SCHOOL CARE STUDENTS – Holidays and Snow Days** – Full day care is available during school holidays and school closings due to inclement weather. Lunch is provided on these days. \*Full day care is available only to those children enrolled in **BOTH** before and after care. Breakfast, lunch and snack are provided.

If there is a 2 hour delay to open the Early Learning Center, breakfast will not be served.

11. **ILLNESS** – Your child should remain at home if he/she is unable to participate fully in all activities. The teacher must be concerned with the total needs of the class and is, therefore, not able to provide continual attention to children whose activities must be monitored. Any exception to this must be cleared with the respective Director. Be sure your child can take care of his/her personal needs while at school. Children should be kept home if they: (If these symptoms are present while in school, the Parent/Guardian will be notified to pick-up their child.)

- Have diarrhea;
- Vomit two or more times within a 24-hour period;
- Have an oral fever of 100 degrees Fahrenheit;
- Have a sore throat or severe cough;
- Have red eyes with discharge that have not been treated;
- Have infected, untreated skin patches or lesions;
- Have labored or rapid breathing, or severe pain or discomfort;
- Have a communicable condition such as pertussis, chicken pox, measles, the flu, mumps, strep throat, hepatitis A, impetigo, scabies or lice;
- Are on prescribed medication (for the first 24 hours).

Students are not allowed to return to the school or center for 24 hours from the onset of the illness without a doctor's note. Student must be symptom free without fever suppressants or other medications.

When a student becomes ill or injured at school, he/she will be sent to the nursing personnel. The nursing personnel will evaluate the student and call the parent/guardian. If the parent/guardian cannot be reached, the nursing personnel or office will attempt to contact the person(s) named on the Emergency Form. When parents/contacts are called, they must pick up the student in a timely fashion. We will take distance traveled into consideration. If you cannot come within a 1-2 hour window, the parent/guardian or school will call the emergency contact on the Emergency Form. **Parents are required to keep the school/center updated as to**

**the most recent emergency numbers and information.**

In cases of severe injury, the student may be transported by Harford County medical personnel to the nearest available hospital. If a parent/guardian desires any other arrangements, it should be so specified on the Student Profile or the Student Medical Conditions Form.

For any injuries obtained at school, the staff is required to fill out an Accident Report which is then placed in the student's file. A parent/guardian will be notified of the accident and course of action taken.

**After an absence of three (3) consecutive days or more, a release from the doctor must be presented.**

A student must have a doctor's note in order to be excused from any Physical Education classes or outdoor play.

**WE DO NOT HAVE FACILITIES FOR SICK CHILDREN.**

- 12. MEDICATION** – Medications may be administered to your child by personnel with medication administration certification in our School and Center only when the Nurse is out of the building. A Director will be contacted to sign the medication form when medicine is given. Any medications including over-the counter drugs may not be in the student's possession. Example: antibiotics, cough syrups, aspirin, Tylenol, etc. throat lozenges, cough drops, lip balm and lotions (i.e., calamine lotion, sunscreen. The only medications that will be approved by the Early Learning Center Director are for asthmatic conditions, bee sting allergies, diabetic testing, and ADD/ADHD. The Early Learning Center Director must be contacted for any and all exceptions.
- 13. BEDDING REQUIREMENTS FOR TWO'S, PRE-SCHOOL AND PRE-KINDERGARTEN** – In general, the Center will provide a cot. A few items, however, are required from home:
- A. **Small Favorite blanket**, a crib size sheet, a child-sized pillow if necessary for rest time. Please do not send in sleeping bags, large blankets, or pillows as they are too bulky for storage. A sheet or blanket is required to cover your child's cot at rest time. If desired, you may bring a pad to cover the cot under your child's sheet.
  - B. **A small stuffed animal**, if possible, or soft doll if your child would like one for rest time. This object must stay here for the week.
  - C. **A plastic bag, with draw ties**, labeled with the child's name, must be provided for storage of bedding.
  - D. **All bedding** (blankets and sheets) is to be taken home on Fridays. It must be washed and returned on Mondays in a draw-tied plastic bag with your child's name on it.
- 14. SAFETY & HEALTH**
- A. All children in our center are required to wear socks and closed toed, "rubber soled" shoes, which buckle, tie, or Velcro securely. High top and double-laced sneakers/boots, shoes with lights, clogs, sandals, moccasins, work/hiking boot type shoes, and "jellies" are not permitted. This policy is necessary so your child can move about the building and play on all playground and gym equipment more safely.
  - B. **Drug Free/Smoke Free Zone** – Our School and Early Learning Center is a drug free and smoke free zone. The use of tobacco products or the possession or use of drugs is not permitted on school church property and parking area.

C. Due to Insurance and Safety Regulations, only your child(ren) who is enrolled in our School and Early Learning Center are covered during their school hours on the playground. Insurance regulations stipulate that supervision is only by authorized personnel. Therefore, we cannot permit the use of the playground:

- to those children who are not enrolled in our School, Early Learning Center and After Care Program.
- to those children who are not supervised by the authorized personnel in charge of them.

**15. MEALS**

We provide breakfast, lunch, afternoon snack. If your child requires a special diet, the center requires a written note from your health care provider to bring food/drink into the center.

**16. STUDENT RECORDS**

- A. Immediate notification is necessary in case of a change in your home or business phone number, address, or place of employment.
- B. Notification is necessary throughout the year as immunizations are given so as to keep health records current. A note indicating date, shot received, and signature of physician is accepted.
- C. A child will not be permitted to attend the Center until all record forms have been completed correctly and have been submitted to the office.
- D. Notification of IEP/504 Plans.

**17. WITHDRAWAL BY PARENT**

- A. You must give the Center Director at least **four (4) weeks written notice** before withdrawing your child from the Center and closing your financial obligation or the payment of the regular two-week fee will be required beyond uninformed withdrawal date.
- B. If your child is withdrawn from the Center, re-registration must be made Should re-entry be desired.
- C. Withdrawal may not be for less than 30 days.

**18. TERMINATION BY CENTER**

- A. **IMMEDIATE** – A child may be dis-enrolled by the Center without prior notice if in the sole opinion of the Center, it is in the best interest of the child or the Center. The Center may also terminate your child's enrollment in the Center, effective immediately, if any of the following conditions arise:
- Parent's cooperation, parent's behavior, lack of cooperation. A Parent/Guardian not adhering to the centers policies and guidelines as stated in the handbook.
  - In the judgment of the Center Director, the child's behavior or health threatens his/her own physical or mental health or that of other children in the Center and is judged beyond the scope of the Center, the Center reserves the right to request the cooperation of parents.
  - Tuition or annual fees are not paid according to the established payment schedule. Tuition not received on or before the due date will result in immediate exclusion from the Center.
  - The child is picked up late more than three (3) times in a ten (10) day period.

- The child is ill when brought to the Center more than three (3) times within any thirty (30) day period; or the parent fails to promptly pick up a sick child more than three (3) times within any thirty (30) day period.

If enrollment is terminated due to the child's behavior or health, you will receive a refund of the deposit.

**B. FOUR WEEKS NOTICE**

- Any of the conditions listed under 19.A (assuming the Center has not exercised its right to terminate enrollment immediately).
- In the judgment of the Center Director, the Center's program does not meet the developmental or special needs of your child.
- You fail to provide necessary items (such as diapers, sheet, blanket, bedding bag, etc.) as described in the Parent Handbook
- You fail to abide by any other terms of the Enrollment Agreement.

***If enrollment is terminated upon four (4) weeks written notice, the one-week tuition deposit is considered the last week's payment.***

**19. MISCELLANEOUS CHARGES** – If any miscellaneous charges due the Center (for late pick-up, late tuition payment charges, returned check, etc.) remain unpaid at the time of termination or withdrawal, such amounts will be withheld from any deposit. Permanent school and health records will be withheld until all financial obligations have been met.

**20. CERTIFICATION THAT ALL INFORMATION IS CORRECT** – The following attachments form a part of this Agreement. You certify that you have accurately completed all the forms listed below and that you have read and agree to abide by all provisions in the Enrollment Agreement. **You agree to notify the Center if there is any change in the information you have supplied on the forms listed below: Student may not begin until all items have been received.**

- Registration Form
- Enrollment Agreement Signature Sheet & “A Parent’s Guide To Regulated Child Care” Signature Sheet – Attached to the Enrollment Agreement
- Child Information Form
- Diaper Wipes Form
- Health Inventory w/Immunization
- Parent Handbook (available at Back To School Night or on the website [www.tlsonline.org](http://www.tlsonline.org)) Agreement.
- Student Medical Condition Form
- Student Profile

Forms required and provided by you:

- Copy of Birth Certificate
- Copy of Custody Papers (if applicable)
- Doctor documentation of food allergies. Must include medication form (if applicable.)

To provide quality care for your child, we request that you include in your enrollment paperwork any information that will improve your child's ability to succeed in our center. This includes but not limited to, Individual Family Service Plan (IFSPPs) and Individual Education Programs (IEPs). Providing our center with this information will assist us to work effectively with your family and service providers such as speech, occupational and/or physical therapists.

- 21. SEVERABILITY** – If any term of this Agreement is declared invalid or unenforceable, it will be severed and all other terms will remain effective, and they will be construed as though the invalid term did not exist.
  
- 22. WAIVER** – If the Center fails to require that you comply with any term of this agreement, the Center will not be deemed to have waived its right to demand compliance, and the Center may later require that you comply with such terms after notifying you that it will require compliance.

**PLEASE RETURN TO THE SCHOOL OFFICE THE COMPLETED COVER SHEET WITH YOUR SIGNATURE AND DATED ON BOTH SECTIONS.**

**THE TOP SECTION IS THE ENROLLMENT AGREEMENT SIGNATURE SHEET AND THE BOTTOM SECTION IS A PARENT'S GUIDE TO REGULATED CHILD CARE SIGNATURE SHEET.**

**RETAIN THE ENROLLMENT AGREEMENT/A PARENT'S GUIDE TO REGULATED CHILD CARE FOR YOUR RECORDS.**



# Trinity Lutheran Christian School & Early Learning Center

EST. 1960 • *Headmaster* John H. S. Austin

*A Harford County Christian School for the 21st Century Student*

## ENROLLMENT AGREEMENT SIGNATURE SHEET

TO THE PARENT/GUARDIAN:

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Trinity Lutheran Early Learning Center is an equal opportunity provider. It does not discriminate on the basis of its educational policies, admissions policies, or any other school-administered programs.

You, \_\_\_\_\_  
*Parent(s) or Guardian(s)*

hereby agree to enroll your child, \_\_\_\_\_  
*Name of Child*

in the Trinity Lutheran Early Learning Center (hereafter referred to as the "Center"), and the Center agrees to accept your child's enrollment, under the terms and conditions as stated herein. You understand that the Center is providing care for your child so that you have the opportunity to pursue gainful employment or job training.

\_\_\_\_\_  
*Parent/Guardian Signature*      *Date*

\_\_\_\_\_  
*Parent/Guardian Signature*      *Date*

\_\_\_\_\_  
*Trinity Lutheran Early Learning Center Representative*      *Date*

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**A PARENT'S GUIDE TO REGULATED CHILD CARE SIGNATURE SHEET**  
***(" A Parent's Guide to Regulated Child Care" is found on the last sheet of the packet with the Enrollment Agreement)***

Dear Parent/Guardian:

Maryland child care regulations require your child care provider to verify that you received a copy of "A Parent's Guide to Regulated Child Care." (attached on the last page of the Enrollment Agreement.) On the lines below, please write the name of your child you have placed in the care of this provider. Complete and sign and date the statement at the statement below.

Child's Name: \_\_\_\_\_

I, \_\_\_\_\_, have received a copy of the consumer education brochure

entitled "Parent's Guide to Regulated Child Care." \_\_\_\_\_  
*Parent/Guardian Signature      Date*