

ENROLLMENT AGREEMENT



TO THE PARENT/GUARDIAN:

Please read this Enrollment Agreement carefully. If you do not understand any provisions, feel free to ask the Early Learning Center Educational Director for an explanation. This Enrollment Agreement, its attachments, and the guidelines under COMAR 13A.16.01-.19 Child 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 in 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. Trinity Lutheran Early Learning Center will also provide you with a Parent Handbook in conjunction with this Agreement.

PUBLIC HEALTH CRISIS GENERAL STATEMENT

Due to the uncertainty of recent public health crises such as the CoronaVirus Pandemic, items in this agreement are subject to change. We abide by all guidance set forth by the local health department and the Office of Childcare.

1. PROGRAM AND HOURS OF CARE – The Center will provide full-time care, Monday through Friday, for your child. The Center is open from 6:00 a.m.-6:00 p.m. The school office is open Monday through Friday 8:00 a.m. to 3:30 p.m.

All children must be picked up by 6:00 p.m. Please call the Center at 443-324-2132 if there is an emergency. In case of emergency, arrangements should be made for someone else to pick up your child prior to 6:00 p.m. If the parent/guardian or other/authorized persons fail to pick up your child and/or contact the Center, and parent/guardian 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: 1-10 minutes = \$20.00; 11-20 minutes = \$40.00; 21 to 30 minutes = \$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 lateness (more than three (3) in a ten (10) day period) may result in the discontinuance of this child care agreement and related services.**

2. SIGN-IN/SIGN-OUT – A Designated Adult must sign their children in and out of the Center by delivering them to their classroom or to the care of their assigned teacher. The Center is responsible for the child only after he/she has been signed in and until the child is signed out.

Persons designated as an Emergency Contact will be contacted by the ELC and are authorized to pick up your child if there is a medical or other emergency and you 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.

Except in cases of emergency, 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 registration fee of \$100 is due and payable on the day this agreement is made (see signature for date).

B. TUITION – On or before the weekly Friday tuition payment dates, you will pay the Center a weekly prepaid tuition fee via your Praxi Parent Portal. Billing occurs ahead of time for each week. Here's a sample week:

- A charge appears in your Praxi account on Friday, August 19.
- Your payment is due on Friday, August 26.
- This pays for the upcoming week of August 29 through September 2.

This cycle will continue weekly. So, each Friday, you will see a bill that is due the following Friday, which pays for the week after that.

5. METHOD OF PAYMENT – Payments must be made via Praxi by credit or ACH. For billing questions, please email lmoeller@tlsonline.org. An NSF fee of \$30.00 will be charged on all returned payments, in addition to other amounts due.

Parent(s)/guardian(s) are responsible for payments the week in advance of services, which are payable every Friday. 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 School Office at (410) 679- 4000 ext.111 between 8:00 a.m. and 3:00 p.m.

6. CHANGES IN TUITION – You understand that the 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 thirty (30) days written notice of such change.

7. ABSENCES – You are responsible for paying the full weekly tuition for each week period your child is enrolled in the Center, even if your child is absent due to illness, vacation or other cause during a 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.

Please see Illness section for more information.

8. HOLIDAY CLOSING – The Center will be closed the following days; however, there will be no refund or credit against the 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, October 18, the last Thursday and Friday in August, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day.

The Center is closed 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. Notifications of closings will be made available via the One Call System, Brightwheel, the TLCS Facebook Page, and the school website (www.tlsonline.org).

There will be no refund or credit against the 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.

***Note- Occasionally the Center or a Classroom needs to close due to inclement weather, power outage, or illness such as Covid-19. We strongly suggest you arrange for backup care in the case of such closings.**

10. 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 Director. Be sure your child can take care of his/her personal needs while at school.

Children should be kept home if they have any of the following: (If these symptoms are present while in school, the Parent/Guardian will be notified to pick-up their child.)

- Diarrhea;
- Vomiting;
- Temperature of 100+ degrees Fahrenheit;
- Sore throat or severe cough;
- Red eyes with discharge that have not been treated;
- Infected, untreated skin patches or lesions;
- Labored or rapid breathing, or severe pain or discomfort;
- 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).

We follow all current CDC and OCC guidelines related to Coronavirus-19. Please see the most current TLC Covid Policy posted on our website at www.tlsonline.org/elc-parents.

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. Students must be symptom free without fever suppressants or other medications for 24 hours.

When a student becomes ill or injured at school, he/she will be sent to the ELC Director. The Director will evaluate the student and call the parent/guardian if necessary. 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 saved in the child's profile. 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.

11. MEDICATION – Prescribed medications may be administered to your child while in the care of our Center by personnel with medication administration certification only if proper documentation and the medication is provided. Over-the-counter drugs are considered discretionary medication and cannot be administered while under the care of the ELC. No medications, including over-the-counter items such as throat lozenges, cough drops, lip balm and lotions (i.e., calamine lotion, sunscreen), may be in the student's possession. The Early Learning Center Director must be contacted for any and all exceptions.

12. SUBSTANCE USE AND INFLUENCE POLICY - Trinity Lutheran Early Learning Center is a drug and alcohol-free center. Other than as outlined in paragraph 11 above, all manufacture, sale, distribution, dispensation, possession, or use of any controlled substance, marijuana and/or alcohol is prohibited on Trinity's premises. Reporting to the premises (including during the drop off or pick up of students) while under the influence of drugs, alcohol, any intoxicants, and/or any controlled substance as defined by law is prohibited. A person will be considered "under the influence" if any amount of the prohibited substance is present in the body. Trinity may also consider other evidence in determining whether an individual is "under the influence," including but not limited to review by the school nurse or administration.

The policies set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including child care facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities. Violation of this policy is grounds for immediate termination under paragraph 18A below.

13. BEDDING REQUIREMENTS FOR ELC STUDENTS – 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.

- B. A small stuffed animal, if possible, or soft doll if your child would like one for rest time. This object must stay here with bedding 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 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 areas.
- C. Due to Insurance and Safety Regulations, only your child(ren) who is(are) 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, and 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 must be provided prior to enrollment or if updated.

17. WITHDRAWAL BY PARENT

- A. You must give the Center Director at least three(3) weeks written notice before withdrawing your child from the Center and closing your financial obligation or the payment of the regular weekly fee will be required beyond uninformed withdrawal date. All enrollment for ELC are considered rolling enrollment. You will be billed for each registration (summer and fall) automatically, unless your withdrawal is received.
- B. If your child is withdrawn from the Center, re-registration must be made should re-entry be desired. If you chose to withdraw for the summer session, your registration fee for the fall should be paid prior to leaving to hold your spot on the class rosters. If payment is not received prior to the child's last day, no spot will be guaranteed.
- 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 Center's 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.
- 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.

B. TWO WEEKS NOTICE – The Center may also terminate your child's enrollment in the Center upon two weeks notice if any of the following conditions arise:

- Any of the conditions listed under 17.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.

C. 30 DAY TRIAL PERIOD - All new enrollments are subject to a 30 day trial period at full regular tuition rates, during which both provider and parents can determine whether the Center is the best placement for the child. If, for any reason, it is determined that the Center is not a good fit, we will contact you to inform you before the end of the 30 days and this agreement will terminate. Any tuition incurred during the trial period is due before records may be released.

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 forwarded to collections. 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 this 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 attending until all of the following items have been received:

- Registration Form
- Enrollment Agreement Signature Sheet & "A Parent's Guide To Regulated Child Care" Signature Sheet – Attached to this Enrollment Agreement
- Health Inventory
- Immunization Form
- Medical Administration Form, if necessary

- MSDE Emergency Contact Form

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 is not limited to, Individual Family Service Plan (IFSPs) 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. ca

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.

23. The Children's Online Privacy Protection Act (COPPA) requires that parents (or legal guardians) of students under 13 years of age consent to collections, uses and disclosures of the personal information of their children. This includes personal identifying information including video and photographic images. For more information on COPPA, please visit <https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa>. Trinity, from time to time, uses images of our students for publicity purposes as well as to give parents/guardians and family members an opportunity to see some of the fun activities in which their children are participating. These publications may be in the form of still photography, pre-recorded video or live stream transmission over the internet. These photographs, transmissions and/or recordings may be distributed within or outside the United States of America and Trinity has sole ownership of and exclusive discretion as to the worldwide distribution of said transmissions and/or recordings. If you do not consent to the use of your child's image as stated above, please notify the Center Director in writing.

AN ELECTRONIC COPY OF THIS FORM CAN BE OBTAINED VIA TLSONLINE.ORG OR YOU CAN REQUEST A HARD COPY FROM THE CENTER DIRECTOR.

ENROLLMENT AGREEMENT SIGNATURE SHEET



TO THE PARENT/GUARDIAN:

Please read this Enrollment Agreement carefully. By signing below you indicate your acceptance of all clauses contained within. If you do not understand any provisions, feel free to ask the Early Learning Center Educational Director for an explanation. This Enrollment Agreement, its attachments, and the guidelines under COMAR 13A.16.01-19 Child 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 in 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.

Parent/Guardian Signature/ Date

Parent/Guardian Signature/ Date

A PARENT'S GUIDE TO REGULATED CHILD CARE SIGNATURE SHEET

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." (link provided below) 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, _____, understand a copy of A PARENTS GUIDE TO REGULATED CHILD CARE IS AVAILABLE AT:

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf

Parent/Guardian Signature Date