



Kid's Time Out

Drop-in Child Care

"Where going to time out is fun"



Early Learning Preschool Program Handbook

August 28, 2023- June 7, 2024



Payment Policy for the Early Learning Preschool Program:

Kid's Time Out (KTO) accepts monthly and weekly payments for our Early Learning Preschool Program (ELP). ELP payments are made separately from hourly care and cannot be taken out of blocks of time. Monthly payments are due on the first of the month starting in September and ending in June. Any payments received after the fifth of the month will incur a \$10/day late fee on the monthly plan. ELP families choosing to pay weekly will pay on the Monday of each week. Any payments received after Wednesday will incur a \$10/day late fee on the weekly plan. Late fees will occur unless prior arrangements have been made and approved by the Director. Payments can be made at any time during the operating day regardless of whether the Director is present or not. Automatic payments are available.

KTO Offers several different payment methods. We accept cash (exact change only), all major credit cards, Venmo, or using your ProCare Parent Portal account. KTO gift cards can also be used for tuition.

KTO has made allowance for Winter Break (December 26- January 1), Spring Break (March 25- April 1), Labor Day Weekend, and Memorial Day weekend, as well as other holidays and School's Out Days, in the tuition. These days are **NOT** included in the tuition. Tuition includes all the days school is in session and divides it equally among the months of the HCPSS school year (August 28-June 7). No month is prorated but the same price to allow for consistency and family budget management. The ELP Program does follow the HCPSS school calendar, and the program does not operate on any no school days regardless if we are open or not. We can still care for your children for \$42.50 extra. Children in the ELP program are given first choice of all no school day spots and it is opened up to ELP families 2 weeks before the general public.

Families that elect to take a vacation or do not need care for any length of time while school is in session, are still responsible for paying your tuition for that time. If you are looking for every other week or occasional care, you will be charged weekly or the drop-in hourly rate on that payment plan. No credits will be given for unused days for any reason. Unpaid tuition accounts will be submitted to our collection agency. Our current collection agency is Capital Accounts. They currently have a fee of 20% of the amount due and that amount will be added to your amount owed.

Payment is still due if KTO is forced to close for any period of time for any reason. This includes COVID19 exposures and quarantine reasons. Families will be notified by email and telephone calls if KTO is forced to close for any reason. The reason will be given in the communication. If the reason is a possible or confirmed COVID-19 exposure you will be given directions to contact the Howard County Health Department for further questions and you may/will be contacted by them and State of Maryland Contact Tracers.

Families with any balance left on their account that is unpaid will be sent 3 notices and charged late fees. Failure to pay after 3 notices will result in your account being sent to collections for payment.

No Refunds will be given for any reason. All KTO families will be held to the contract they signed in the Handbook Agreement and Commitment Letter at the time of enrollment into the ELP program.



Tuition:

Tuition can be paid weekly or monthly for the ELP program. There is a discount rolled into the monthly tuition. Tuition can be paid by cash, check, Visa, MasterCard, American Express, Discover, or an authorized ACH transaction. An additional form is needed for an ACH transaction also known as an automatic payment. This form is found at the end of this handbook. ACH transactions will be done on the 1st of the month for monthly tuition and on Monday for weekly tuition.

Monthly tuition is due on the 1st of the month starting **September 1, 2023 until June 1, 2024.** Families have until the 5th of the month to pay their tuition before it is considered late and late fees begin. Families who have still not paid their tuition by the 10th of each month and have made payment arrangements with the Director will be removed from the ELP program.

Weekly tuition is due on the Monday of each week or for Part-Time students the first day of attendance for the week. Families have until the end of the week to pay their tuition before it is considered late and late fees begin. Families who have still not paid their tuition by the Wednesday of the following week and have not made payment arrangements with the Director will be removed from the ELP program.

Monthly Tuition Dues:

ELP only (9am-1pm only M-F): \$626 per month

ELP only (9am-1pm only Any 2-3 Days M-F): \$414 per month

ELP with Extended Care (6:30am-7pm M-F): \$1,113 per month

ELP with Extended Care Part Time (Any 2-3 Days M-F): \$854 per month

Weekly Tuition Dues:

ELP only M-F (9am-1pm only): \$180 per week

ELP only (9am-1pm only Any 2-3 Days M-F): \$122 per week

ELP with Extended Care M-F (6:30am-7pm): \$350 per week

ELP with Extended Care Part Time (Any 2-3 Days M-F): \$265 per week

Absences:

If your child will be absent, call the center by 8am to let us know. If your child will not be attending for a certain set of days due to vacation, etc, please give us a written note including your child's name, the day(s) he will not need care and the date care will resume the regular schedule.

If your child is absent for any reason, you are still required to pay the monthly tuition. There will be NO exceptions or credit given.



Sick Policy:

KTO reserves the right to deny care and require pick up if there are ANY questions or concerns regarding a child's health and well-being to ensure a healthy environment for ALL of the children and staff at KTO.

Children may not attend KTO and/or will be sent home with any of the following:

- Fever of 100 degrees or higher
- One bout of vomiting
- One bout of diarrhea
- Rash of unknown origin (not eczema or psoriasis)
- Oozing or extreme redness in the eye
- Persistent cough, shortness of breath, wheezing, or trouble breathing
- Excessive congestion or runny nose out of the ordinary from the child's normal appearance.
- Displaying any symptoms of COVID-19; Hand, Foot, and Mouth Disease; Fifth's Disease; Influenza (Flu); Pertussis (Whooping Cough); Ringworm; Roseola; Measles; Mumps; Rubella; or Chickenpox.

In the event your child becomes sick while in our care at KTO, we will call the parents/guardian for immediate pickup. This is required under Maryland Law. Failure to do so is considered neglect and must be reported to Howard County Social Services. If parents cannot be reached or are unable to pick up their sick child, we will call the emergency contacts provided on the Maryland State Emergency Form that you completed when you enrolled your child.

Children must be symptom free, without medication, for 24 hours before returning to KTO. Please remember that lethargy, moodiness, and general "icky-ness" are symptoms of a child who is not well. Please keep your children home if they have recovered for the original symptoms but is still not playing as much as usual. We all understand the challenges of missing work, but we have to care for ALL the children at KTO and one sick child can bring half the children in their classroom down with illness.

Children may not return until 7 days after diagnosis for certain illnesses. These illnesses are:

- COVID-19 (Not Vaccinated)
- Influenza (Flu) any variant
- Lice (7 days after treatment)
- Fleas (7 days after treatment)

Children may not return until 5 days after the final symptoms have occurred for certain illnesses. They will also need a doctor's note stating it is okay to return to childcare due to the seriousness of these illnesses. These illnesses are:

- COVID-19 (Fully Vaccinated)
- Hand, Foot, and Mouth
- Fifth's Disease
- Ringworm
- Roseola
- Measles
- Mumps
- Rubella
- Chicken Pox

Children who have been tested for COVID-19 may not attend the center until a negative result has been given if there is no known exposure. They can return after a known exposure after a 7-day quarantine period and with a notice from the Health Department or HCPSS if the known exposure came from their school if the child is not fully vaccinated. The number cases to 5 days if the child is fully vaccinated. Children who have in home family members who have tested for COVID-19 may not attend the center until the family member is given a negative result. If the in-home family member tested positive for COVID-19 this is a known exposure. The child may not attend until after a 5- or 7-day quarantine (depending on vaccination status) and a negative test. If the child develops symptoms or tests positive during this time, the procedure listed previously in this section applies.

Any families who knowingly and willfully exposes KTO to COVID-19 will be responsible for paying for the cleaning and sanitizing of the center (\$1200-\$1400). They also face the risk of being removed from all KTO programs. Families who willfully exposes KTO to COVID-19 will also be charged any additional fees needed for KTO to reopen up to \$2000. Failure to pay these fees will result in these fees going to collections. This is for the safety, health, and well-being of all the children in KTO's care and our staff. These illnesses can be life threatening and extremely harmful to young children and adults, especially those who are immune-compromised and pregnant adults. We take health and safety seriously at KTO and we expect our families to do the same

Kid's Time Out's staff has been fully vaccinated against COVID-19 since March 2021. It is a condition required for employment. We do encourage are families to become fully vaccinated against COVID-19, but it is not a required. Parents must provide documentation of their COVID-19 vaccination to KTO for the 5-day quarantine condition to apply.

Withdrawing:

Families who choose to withdraw their child(ren) from the Before& After Care program is REQUIRED to give KTO **30 days (about 4 and a half weeks) written notice**. This can be done in person or via email at Kidstimeout@gmail.com. Tuition **payment is still required until the thirty days is complete regardless of whether or not you use our services during those thirty days. This includes cancelling the program within 30 days of the school year beginning**. Tuition will still be required on the 1st regardless of whether services are rendered or not. Late fees will still apply if not paid by the

5th and failure to pay within 3 months makes you liable to be sent to collections with additional collection fees and late fees to apply.

The last day of the school year, that you can put in your withdrawal notice without being responsible for the remaining tuition for the school year is Friday, March 1, 2024. You cannot withdraw after March 1 due to the 10-month tuition payment.

School Closings:

Scheduled ELP Closings:

On days which Howard County Public Schools have scheduled closings and KTO is open, there is NO ELP and only children with a reservation. Please let the Director know if plans change and you will not be using your reservation on a no school day. We often have families wait listed on these days and if we know you are not coming, we can open it up to another family who needs it. There is a \$30 no show fee that will be added to your account when your child has a reservation on a no school day and does not attend and do not call or email to let the Director know.

KTO will be closed or have shortened hours on the following days:

CLOSED	SHORTENED HOURS
Labor Day	Halloween-6pm
Rosh Hashanah	Day before Thanksgiving-6pm
Thanksgiving	
Black Friday	
Christmas Eve	
Christmas	
Boxing Day	
New Year's Day	
Martin Luther King, Jr. Day	
President's Day (if HCPSS is closed)	
Good Friday/Passover	
Easter Monday	
Memorial Day	

Juneteenth	
Independence Day	

Un-scheduled/inclement weather days:

Un-scheduled school closing days and/or inclement weather days, we do our best to open the center, however, the safety of everyone involved is our number one priority. We may decide to delay opening or closing early depending on the reason why school is closed or the predicted severity of the weather event that is occurring or forecasted to occur. Ice and freezing temperatures are more of a concern to us than snow. Snow does not equal center closure.

There will be a message on the center's voice mail, no later than 6am, indicating our plans for the day. There will also be an announcement post on our Facebook page. If we will be opening and the schools are closed, please do not leave a message with your reservation. We will not return calls. The call volume is too high! Please note on these days we reach capacity quickly and spaces are NOT guaranteed for ANY child until a reservation is made. There will be no "just in case" reservations allowed. Reservations are strictly first come, first serve on the day of the inclement weather. In the event that KTO and HCPSS open but are delayed, the ELP program will also have a delayed start time, however, you may still drop off on time at no additional charge.

KTO reserves the right to close early due to inclement weather or other emergencies such as a known COVID-19 exposure, long term power outages, family emergencies, fires, or any unsafe environmental issue or building hazard. In the event KTO closes early, you will be notified by phone and email. You will have a minimum of one hour to pick up your child. You may have one of your emergency contacts pick up if you are not able to do so yourself. If you have someone who is not on the emergency form pick up, you must call the center to provide us with their name and we will ask for their ID upon pick up. You can also email this information to the Director at Kidstimeout@gmail.com.

No refunds or credit of any kind will be given for unscheduled closures for any reason.

Meals/Snacks:

Breakfast: KTO does not supply breakfast. If your child is signed up for an extended day ELP, you may send your child in with breakfast, before 9am, and we will have them eat it when they arrive.

Snacks: KTO provides a snack at 10am, 3pm, and 6pm. The snack menu, approved by the Office of Child Care is posted on the front bulletin board and in this handbook. If your child requires extra snack, has a special diet or is a picky eater, feel free to send in their own snack or an alternative will be offered to meet your child's nutrition needs.

Lunch: KTO serves lunch at 12:15pm. Lunch is a part of the ELP program and children should be prepared for lunch daily. Children may bring a packed lunch, or they will receive a catered lunch from KTO. Catered lunches are included in your ELP tuition.

All lunches are served with 1% milk, a fresh fruit, fresh vegetable, and a starch.

Children will have a choice between two entrees listed below. Exceptions will be made for allergies and food preferences such as families who are vegetarian or gluten free.

Monday	Chicken Nuggets	Pizza Bagels
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Tuesday	100% All Beef Kosher Hot Dogs or Turkey Hot Dogs on a 100% Wheat Bun	Macaroni and Cheese
Wednesday	Cheese or Pepperoni Pizza	
Thursday	Peanut Butter & Jelly Sandwich on 100% Wheat or Gluten Free Bread	Macaroni and Cheese
Friday	Chicken Nuggets	Cheese Quesadillas

Common side items served with Lunch and as Snacks:

Fruits:	Vegetables	Starch	Dips, Sauces, etc.
Apples	Celery	Goldfish	Ketchup
Mandarin Oranges	Carrots	Crackers	Ranch
Grapes	Tomatoes	Popcorn	Honey Mustard
Pears	Cucumbers	Pretzels	Yellow Mustard
Pineapple	Bell Peppers	Tortilla Chips	
Bananas	Corn	Cheez-it Crackers	
Cantaloupe	Broccoli	Ritz Crackers	
Honeydew Melon	Green Peppers	Tortillas	
Watermelon	Iceberg Lettuce Salad	Whole Wheat Bread	
Strawberries			
Blueberries			



Weekly Snack Schedule:

Day of Week	10am	3pm	6pm
Monday	Cereal & Milk	Crackers, Hummus, & Water	Veggies, Dip, & Milk
Tuesday	Yogurt Cups & Juice	Pretzels, Veggies, Dip, & Water	Fruit & Milk
Wednesday	Fruit Cup & Milk	Popcorn, Fruit, & Water	Veggies, Dip,
Thursday	Applesauce, Graham Crackers, & Water	Crackers, Cheese, & Water	Fruit & Milk
Friday	Popcorn, Fruit, & Water	Tortilla Chips, Salsa, & Water	Veggies & Milk

Daily Schedule:

Time of Day	Activity
6:30am	KTO Opens
6:30am-8am	Interest Areas and Self-Selected Activities
8am-9am	Table Activities selected by the Teacher
9am	Diaper Changes and Potty Reminders, Start of ELP Day
9am-9:30am	Welcome Time, Clean-up and (4-5 y.o.) transition to Classroom 2
9:30am-10am	Morning Meeting
10am-10:30am	Morning Snack
10:30am-11am	Large Motor Activities/Outdoor play (Recess)
11am-11:15am	Diaper Changes and Potty Reminders
11:15am-11:30am	Circle Time
11:30-12pm	Fine Motor Activities/Daily Classwork
12pm-12:15pm	Wash Up and Prepare for Lunch
12:15pm-12:45pm	Lunch Time
12:45pm-12:55pm	Lunch Clean Up, Diaper Changes and Potty Reminders, and Set Up Cots for Quiet Time
12:55pm-1pm	Storybook Time
1pm-3pm	Quiet Time
2:50pm-3pm	Diaper Changes and Potty Reminders
3pm-3:20pm	Afternoon Snack
3:20pm-4pm	Recess (Weather Permitting) or Indoor Large Motor
4pm-6pm	Centers and Table activities
5pm	Diaper Changes and Potty Reminders
6pm-6:30pm	Evening Snack or Self-Selected Activities
6:30pm-7pm	Self-Selected Activities
7pm	KTO Closes

Daily Organized Table Activities include, but are not limited to puzzles, games, arts and crafts, experiments, sensory activities, table toys, etc.

Schedule is subject to change and modification based on themes, special events, etc.

Recess/Outside Time:

KTO will take the children outside for recess every day possible. Please ensure your child has the appropriate attire for the season. We will stay inside only when there is rain/snow, code red days, when the temperature is below 46 degrees F, or if the playground is too wet. We may adjust the time outside to accommodate the weather, as well (shorter if cold, longer if warm). Should we be indoors for recess, we will play organized large motor activities.

A child may only be excused from recess with a doctor's note. Recess will never be taken away as punishment, however, children may be removed from recess for breaking the safety rules or violent behavior. Parents will be notified if this occurs either with an incident report at the end of the day or by email. Extreme behavior may warrant a telephone call.

Quiet Time:

All children who are ages 2-5 are required by the Maryland State Department of Education's Office of Child Care to rest for a period at quiet time. This gives your child a break and is proven beneficial for your child's health and mood. It also helps with their Emotional Development, which is key during this age group.

The only exception to the Quiet Time Policy is if the child is attending the center for less than 4 hours.

KTO provides a cot who is assigned to your child on their first day of ELP. These cots are labeled with your child's name. The cots are cleaned daily with a bleach solution and are sanitized on Friday with a TB solution. You should provide your child with their own blanket, sheet (Crib or Toddler bed size), a pillow, and/or lovey if you like.

Children are never left alone at quiet time. We always keep the legal ratio of 1 teacher per 10 children at all times, including Quiet Time. Children are spaced apart and instructed to lay head to feet.

Children who do not fall asleep or do not meet nap requirements naps will be able to choose a quiet activity such as reading books, coloring, or doing puzzles. Children who wish to rest or nap, but are not required to, will not be denied rest time.



Homework:

Children in the ELP program will not have homework in the traditional sense, however, teachers may send home projects and/or activities to complete to be used in the lesson or enhance the lesson at home. This is very rare and parents will be notified in advance.

Free Choice Activities:

It is a well-documented fact that children learn best through play. Therefore, children are given ample free choice time throughout the day, especially before and after the actual ELP time. During this time children can choose any of the open play areas or centers in their classrooms. Centers may or may not be enhanced, changed or rotated to reinforce the lesson/theme we are teaching from the curriculum. We do our best to tailor the activities to what the children are learning.

If your child is in the extended day program, or if you pick your child up during ELP class time, teachers may request that your child clean-up their activity upon pick up time. Please call ahead if you are in a hurry so your child can be cleaned up and ready for you when you arrive.

Screen Time:

We DO NOT watch movies or play video games during ELP hours. However, we may allow them on occasion during inclement weather, to reinforce a lesson, or as a special no school day treat to watch a movie. The movies are all rated G and parents will be notified of the title and day this will occur. We at no time force or require any child to watch a movie. Children or families not wishing to participate will be given other options usually including books, puzzles, or drawing.

Please let the Director know in writing if you wish that your child never participates in any type of Screen Time activities.

Field Trips:

There are no field trips for ELP due to adult to child ratios required under State Law (COMAR). There may be ELP meet ups on the weekend that act in ways like a field trip to allow the students to socialize outside of ELP. These may occur once or twice per year and we have visited in the past Clark's Elioak Farm, the B&O Railroad Museum, Schooly Mill Park, Pump It Up, etc. Families are required to attend with their children and is expected to stay the entire time their child is there. Siblings are always invited to attend.

Curriculum:

ELP program uses the Creative Curriculum for Prekindergarten as our curriculum. "Teaching in ways that match the way children develop and learn". KTO curriculum is theme based, using group time, one on one time, games, projects, activities, music and the classroom environment to facilitate children learning cognitive, social, physical and emotional skills.

Starting in the 2021-2022 school year, the Creative Curriculum has added weekly units targeting the children's social and emotional development. This was developed in response to COVID-19 and studies that found there was a loss of social and emotional skills that occurred during the pandemic. These will also work with the children in identifying different emotions and how to appropriately handle them.

They have also added monthly language lessons that the children will practice daily. This breaks the year into 4 quarters with a new language exploration every quarter. The first quarter is Spanish, the second quarter is French, the third quarter is German, and the fourth quarter is Japanese. Children will learn their numbers in these languages, object names, some conversational questions, and they will explore these cultures learning their customs, holidays, and cuisine.

KTO's program will incorporate areas of learning to prepare your child to enter the Howard County Public School System (HCPSS). This learning consists of Language Arts, Math, Science, Social Studies, and Emotional and Social Growth. Children will learn and practice writing (Letters, Names, 3-4 letter words), Mathematics (Numbers, Counting, Writing Numbers, and Adding and Subtracting using manipulatives), Science (Theme based and STEM Activities associated by themes), Social Studies (Theme and Community based), and Life Skills (Washing Hands, Potty Training, Proper Socialization Skills, and Communication Skills).

KTO's teachers will have a daily schedule to create a comfortable, safe environment as well as a general yearly plan. Each teacher will contribute their experience and knowledge to guide the children throughout the school year keeping the basis of the Creative Curriculum at the forefront of their planning.

Parents will receive a monthly calendar, curriculum plan (starting in 2021) and newsletter. This calendar will let the parents know what is going on at KTO that month. All work will be sent home daily unless it is being displayed in the classroom or requires time to dry or set. All work will be in your child's folder labeled with their names and located in a red bin marked (ELP Work).

Developmental Milestones and Concerns:

Teachers will periodically update you on your child's learning and developmental milestones. If any teacher has a concern about either, the center Director will meet with the individual families to discuss the concerns and early intervention options that are available for your child.

Conferences:

KTO's ELP will hold parent conferences twice a year, one in the Fall and one in the Spring. Teachers will provide evaluation summaries for parents about their child's social, emotional, and cognitive development. Parents are encouraged to communicate with teachers throughout the school year as questions or concern arise.

Early Learning Programs follow all center policies, as well as all the above policies.

Please keep the center handbook along with this handbook available for your reference.



Dear Families,

Welcome to the KTO's Early Learning Preschool Program for the 2023-2024 school year. Upon signing up, you are not only registered for the ELP program, but you are also registered for the center. You can use our drop-in services and special camp programs, as well as no school day activities.

To reserve your spot, we require that you complete this form and return it to KTO, along with the required registration packet, medical forms, and registration fee. This will guarantee your spot for the program you have chosen and that we have approved your child's registration. If your family is already enrolled at KTO, the form below is still required, and we will review your information to make sure it is up to date and let you know if further action is required. **We do require 30 days (about 4 and a half weeks)' notice to withdraw from our program and**

tuition will be due until that period is up. I also understand that the last day I can withdraw my child from the program for the school year is Friday, March 1, 2024.

The tuition rates depend on your needs and are outlined on the sheet provided. The payments are divided into equal monthly payments from September 2023 to June 2024. The rate includes any inclement weather days added to the end of the school year by HCPSS. There is **no** tuition paid for winter and spring break, those are your 'free' weeks. Please refer to this handbook for any other questions regarding tuition.

If you have any questions, comments or concerns, please feel free to contact me.

Sincerely,

Ashley C. Serio - Alfeo

Ashley C. Serio Alfeo
Owner & Director
Kid's Time Out

Child(ren)'s name(s): _____

Please Circle One:

Program Option: ELP Only (9am-1pm)

ELP Only Part Time (3 Days)

ELP Extended Day (6:30am-7pm)

ELP Extended Day Part Time (3 Days)

Payment Option: Monthly

Weekly

Guardian Signature: _____ Date: _____

Printed Name: _____ Relationship to Child: _____

I have read and understood the KTO Parent's Handbook and Early Learning Program Handbook. I understand the committed, cancellation policy, and payment policy. I will also adhere to KTO's sick policy, and all other policies stated in these two handbooks.

Guardian Signature: _____ Date: _____

Printed Name: _____ Relationship to Child: _____



Credit Card Recurring Payment Authorization Form

Schedule your payments to be automatically charged to your credit card. Just complete and sign this form to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard or Discover card. You will be charged each month for the total amount due for that month. A receipt will be emailed to you and the charge will appear on your credit card

statement. You agree that no prior notification will be provided if the total payment is no more than \$_____ (your monthly tuition plus \$50). If your bill is more than that amount, or the payment date changes, you will receive notice from us at least 7 days prior to the payment being collected.

Please complete the information below:

I _____ authorize Kid's Time Out, LLC to charge my credit card
(Full name)
indicated below on the first of each month for payment of my monthly tuition.

I understand that I will only receive advance notice of the charge if it exceeds \$50 over my regular monthly payment

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard Discover American Express

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV (3-digit number on back) _____

SIGNATURE _ _ _ _ _

DATE _ _ _

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.