



**HQs SOCIAL SECURITY ADMINISTRATION – BALTIMORE, MD  
PARENT ADMISSION/COMMITMENT AGREEMENT**

Dear Parent:

This is your Parent Admission/Commitment Agreement for childcare services.

Your signature on this form indicates that you have read and agree to abide by the Parent Admission Agreement. We look forward to having your child registered and using the services at TodayCare at the SSA HQs Child Development Center.

Tuitions for all programs are listed below and will be in effect until December 31, 2023, and a new Parent Admission Agreement is signed. You will be given a 30-day written notice when a tuition increase will occur. You must cancel any reservation agreement 30-days prior to the last day of care or you will be billed the full rate of tuition. There will be no refunds. You may not schedule your child for care if your fees are not paid. Tuition is payable monthly per ACH withdrawal or biweekly via payroll deduct and must be paid in advance. The registration fee is \$100 per child or \$150 per family payable in advance and non-refundable.

**SSA/Federal Employees**

	<i>Full Time Four or Five Days Monthly/Bi-Weekly</i>	<i>Part Time Three Days Monthly/Bi-Weekly</i>	<i>Part Time Two Days Monthly/Bi-Weekly</i>	<i>Back-Up Care* (Per Day)</i>	
<b>Infants</b>					
Infants	\$1413/\$652	\$989/\$456	\$848/\$391	N/A	
<b>One Year Old</b>					
Young Toddlers	\$1413/\$652	\$989/\$456	\$848/\$391		
<b>Two Year Old</b>					
Older Toddlers	\$1170/\$540	\$819/\$378	\$702/\$324	\$70	
<b>Three &amp; Four Year Old</b>					
Preschool	\$1062/\$490	\$743/\$343	\$637/\$294	\$70	

**Community Childcare**

	<i>Full Time Four or Five Days Monthly/Bi-Weekly</i>	<i>Part Time Three Days Monthly/Bi-Weekly</i>	<i>Part Time Two Days Monthly/Bi-Weekly</i>	<i>Back-Up Care* (Per Day)</i>	
<b>Infants</b>					
Infants	\$1560/\$720	\$1092/\$504	\$936/\$432		
<b>One Year Old</b>					
Young Toddlers	\$1560/\$720	\$1092/\$504	\$936/\$432		
<b>Two Year Old</b>					
Older Toddlers	\$1235/\$570	\$865/\$399	\$741/\$342	\$75	
<b>Three &amp; Four Year Old</b>					
Preschool	\$1127/\$520	\$789/\$364	\$676/\$312	\$75	

School Age Care for all age groups is \$479 bi-weekly - \*Back-Up Care – when available

Multiple children families - the oldest child receives a 5% discount.

Tuition is due in advance on the 25<sup>th</sup> of the previous month and/or on Friday before the next two weeks if paying bi-weekly. Tuition that is not paid before 9am on Monday is considered late and will be assessed a late fee of \$10 per day.

My child's name: \_\_\_\_\_ Age \_\_\_\_\_

My child's monthly/bi-weekly tuition is \$ \_\_\_\_\_ for \_\_\_\_\_ days a week.

My child will begin care on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

**My child's schedule will be:**

Full time 4/5 days per week \_\_\_\_\_ Drop Off Time\* \_\_\_\_\_ Pick Up Time\* \_\_\_\_\_  
*(Indicate days of the week)*

3 days per week \_\_\_\_\_ Drop Off Time\* \_\_\_\_\_ Pick Up Time\* \_\_\_\_\_  
*(Indicate days of the week)*

2 days per week \_\_\_\_\_ Drop Off Time\* \_\_\_\_\_ Pick Up Time\* \_\_\_\_\_  
*(Indicate days of the week)*

**\*Must be actual times – 6:30 to 5:30 is not acceptable.**

In order to meet CDC requirements for group care during the Pandemic, we are anticipating the center being open from 7:00 am to 5:30pm with care available for up to 10 hours per day. Any care outside of the hours indicated will have an additional hourly cost.

The Maryland Dept of Human Resources (CCL) Department shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provision for private interviews with any children or staff member, and for the examination of all records relating to the operation of the child care center. The CCL department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, and inappropriate placement.

**Please return your completed form and check to Marlene and Sharon, the Co-Directors. (The Black Tuition mailbox at the front desk) You will be given a copy of the signed agreement. Please consider this a commitment – all deposits/payments are non-refundable. It is important that you follow the starting date that you have committed to. We will schedule staff to return based on Commitment Forms returned indicating a start date and the hours your child (children) will attend.**

Printed name of Parent: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Director's Signature Date