

St. Mary's Sunshine Center, Inc.
22995 Moakley Street
Leonardtown, Maryland 20650

Phone 301-475-8614 Fax 301-475-2397

TO THE PARENT: Please read this Agreement carefully. If you do not understand any provision of this agreement, feel free to contact the Director. This Agreement, attachments, and the Parent Handbook establish your legal rights and responsibilities, and those of the Center, regarding your child's participation in the Center. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parent(s) or legal guardian(s) of the child(ren) enrolled in the Center, and the term "Center" refer to the St. Mary's Sunshine Center, Inc. and its staff members.

You, the parent or guardian of _____, have agreed to enroll your child in the St. Mary's Sunshine Center, Inc., and the Center agrees to accept your child's enrollment under the terms and conditions as described below and in the Parent Handbook. Your security deposit and \$40.00 registration fee ensure your spot and start date. This deposit is non-refundable. One week will be used for your first week of tuition. The remainder will be held until termination of enrollment and two-week written notice.

Please initial here to acknowledge updated version of Parent Handbook and "A Parent Guide to Regulated Child Care" are available on our website _____.

- 1) Beginning on _____, care will be provided in the _____ program. The current tuition for this program is \$_____ per week. Additional fees will be added for part-time rates and for school age children during Spring and Winter breaks.
- 2) The Center is licensed by the Md. State Office of Child Care to care for children six weeks to 15 years of age during the hours of 6:30 a.m. to 6:00 p.m., Monday through Friday.
- 3) Tuition is charged to the account every other Friday. Tuition Express payments will be processed on this day also. The Center reserves the right to increase tuition as needed based on the expenses of the Center. Parents will be notified in writing of any change in tuition amount at least four (4) weeks in advance. Billing statements will be sent electronically to the email address on file.
- 5) ONLY the parent and/or guardian or persons listed on the emergency information card will be allowed to pick up a child unless the Center receives written permission from parent or guardian indicating otherwise. This may be via a written note on the daily sign in/out sheet/written note or fax.
- 6) Enrolled children will be accepted any time after, 6:30 a.m. All children must be picked up by 6:00 p.m. Any child remaining in the building after 6:00pm will be assessed a late fee. Under the Center's late pick-up policy, parents and/or guardians will receive three warnings regarding late pick-up. The policy is instituted per quarter in the following manner:

First late pick-up	-	Verbal warning issued to parents and/or guardian
Second late pick-up	-	Letter sent to parents and/or guardians
Third late pick-up	-	Board notified
Fourth late pick-up	-	Child/children subject to dismissal from the Center

Late pick-up fees are determined by our Procure system and camera monitors. Fees will be added to the next tuition cycle following the incident. Late fees after 6:00 pm are \$25.00 for 1 to 15 minutes. There will be a \$25.00 for every additional 15-minute interval. This charge is per child.

- 7) Parents are required to give at least two- weeks **written** notice prior to withdrawing their child from the center. The security deposit will be refunded upon the Center receiving a two-week written notice and tuition being paid in full.
- 8) The Center will be closed on the following holidays; however, there will be no refund or credit against the tuition fee for these days:

New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day and the day after Christmas. *We will close at 3:00 pm Christmas Eve
- 9) The center will be closed for one professional training day per year. Parents will be given 60 days' notice prior to this training day.
- 10) If a child does not attend (e.g. Illness, vacation, etc.), **FULL** payment is still due.
- 11) If a child does not attend the Center for a two-week period without communication with the administration of the Center, the Center may assume the child has withdrawn. Security deposit is forfeited and payment for this period is expected.
- 12) The Center staff will make every effort to monitor children's development and behaviors. Parents will be contacted if a behavior problem is identified. Continued behavior problems or violent behaviors which may cause harm to other children, staff, or Center property will be cause for termination of care.
- 13) To enhance safety at the Center, the Center has cameras installed in all classrooms, the playground, parking lot and general areas in the center (excluding bathrooms). This video surveillance system has a television monitor for the Director to view events in real time and the security system will record events for view later. These recordings are kept no longer than 7 days for additional review by the Director.
- 14) Parents/guardians must keep the Center informed of any changes in emergency contacts and address information.
- 15) Children and staff will not be discriminated against because of race, color, handicap, age, sex, religion, or national origin.
- 16) The Center reserves the right to terminate this contract on the basis of any of the following events: non-payment of fees, failure to adhere to Center policies or obligations noted here or in the Parent Handbook, changes which make it impossible to render proper care, and other matters as deemed necessary by the Board of Trustees. This handbook supersedes all previous handbooks and supplemental agreements.
- 17) The Center reserves the right to use photographs & video recordings of my child in materials such as brochures, mailings, our web site, or social media websites.

I understand that the Center is equipped with surveillance cameras in all classrooms and general areas.

In an emergency situation where, medical attention is deemed necessary by either the parent and/or Staff member, 911 will be called immediately. A staff member will accompany the child in the ambulance and will remain at the hospital until a parent or caregiver arrives. Center staff will not in any case transport a child by personal vehicle.

COVID-19 Guidelines

As a condition of your child's continued enrollment at St. Mary's Sunshine Center, all parents or guardians will be required to sign the enclosed Acknowledgment of Handbook Amendment and COVID-19 Release and Waiver of Liability.

There may be future instances when it will be necessary for the center to close as the result of a public health emergency, such as the COVID-19 pandemic. This may include, but will not be limited to, instances when the Center is required to close in compliance with a federal, state, or local government order; or when a state agency requires/advises the Center to close to address a confirmed or suspected case of COVID-19 amongst children or staff. Please be advised that, if the Center must close for any period due to a public health emergency, the Board of Trustees will evaluate the anticipated length of the closure and reserves the right to require the continuation of tuition payments.

COVID-19 Symptoms or Exposure

The Centers for Disease Control and Prevention (CDC) have identified the following as common symptoms of COVID-19 (check CDC.gov for the latest information):

- **Fever or chills, sore throat, nasal congestion, runny nose, cough, shortness of breath or difficulty breathing, fatigue/malaise, headaches, muscle or body aches, nausea, vomiting, diarrhea, and new loss of taste or smell.**

Families must promptly notify the Center if any member of a child's household(s)

(1) has tested positive for COVID-19,

(2) is exhibiting symptoms of COVID-19 and/or awaiting results of a pending COVID-19 test

(3) is known to have been exposed to someone with COVID-19.

In such event, under no circumstances should the child enter the center until the recommended period of self-isolation has been completed or it has been otherwise confirmed that no members of the household are infected with COVID-19. St. Mary's Sunshine Center administration will work directly with any affected or potentially affected families to provide direction and guidance as when the child may return to the Center. Such requirements may change based on the most recent guidance from the CDC and other authorities. In addition, children may not come to the center if they are experiencing fever and symptoms of any contagious illness. Illness procedures are further outlined in the parent handbook.

COVID-19 Policies and Procedures

- Parents will be permitted to enter the Center on assigned days with the following conditions:
 - a. A well-fitting, multi-layer mask must be worn, that covers the nose and mouth.

- b. Parents will only be allowed in the hallways; parents will not be permitted to enter the classrooms at this time.
 - c. Only one parent/caregiver will be allowed in the center at a time. No outside siblings will be permitted in the building.
 - d. Staff will continue to check children in and out. Please DO NOT touch the kiosk.
 - e. Parents who prefer not to enter the building may continue to conduct pick up and drop off outside of the building.
 - f. Under no circumstances will a parent be authorized to enter the center without a mask.
 - g. Parents must do their best to adhere to social distancing while waiting to pick up their child if there are multiple parents waiting in line. Parents should be prompt (5-10 mins max) when picking up and dropping off as to not cause a crowd.
- Before entering the building, a staff member will take the child's and parent's temperature with a no touch thermometer and the parents will review a series of screening questions posted on the door. If the child and parent are fever free and the answer is no to all the questions, then then they will be permitted into the Center.
 - a. Parents are only allowed into the building based on the current modified schedule, please ask the Director if you are unsure what days are assigned to your child's classroom.
 - b. Parents are not authorized to enter the classroom; they may conduct pickup and drop off outside of the door of their child's classroom in hallway area.
 - Parents are requested to please drop children off before 10:00 AM. Please let us know if you have special circumstances that require a late drop off.
 - Staff will wear face masks while in the Sunshine Center.
 - Parents are asked to wear face masks while interacting with any Sunshine Center staff and while on Sunshine Center property. Parents will not be permitted in the building without a well-fitting mask.
 - a. Multi-layered, well-fitting masks are acceptable for staff and families.
 - b. *Unacceptable mask are ones with exhaust valves or bandanas.*
 - Children over the age of 2 should are encouraged to wear a face mask if it is safe and reasonable while at the Center. Face coverings will be placed in a clean plastic bag (marked with the child's name). Parents should provide multiple face masks in the event the mask becomes soiled or unusable. Five-year-old children and up are required to wear a mask while at the center.
 - Children will not wear masks during nap time or outside time.
 - Families must provide all snacks/lunch items for their child. Snacks should be labeled AM/PM snack so as not to be confused with lunch items. All food should be ready to eat, there will be no heating of food for children 2 years old and up. The Center will continue to provide milk. Parents should provide water for their child in a bottle labeled with their child's name. Water fountains will be closed for use by children and staff.
 - Social distancing guidelines will be implemented, as much as possible within classrooms and within the center. Children will have assigned seats at tables, infants will have assigned highchairs and children will be provided with clearly marked spots on the carpets for circle time (carpet squares, tape, etc.).
 - Learning centers within classrooms will have limited activities and only one or two children will be allowed in each center at a time. The center surfaces and activities will be sanitized between each center rotation.
 - No toys from home will be permitted in the building.
 - St. Mary's Sunshine Center will no longer be accepting cash or paper checks. Each family must enroll in Tuition Express to return for care.

