



I am enrolling my child (ren) _____, in Little People's Educare. This agreement will take effect ____/____/____ and will remain in effect until a change or termination is made in writing with a two week notice.

1) Name: _____ Birth date: _____ Sex: _____

2) Name: _____ Birth date: _____ Sex: _____

Tuition \$ _____ Voucher\$ _____ Co-pay\$ _____ Wk _____ BiWkly _____

Arrival Time _____ Departure Time _____

Current School _____ Drop off _____ Pick up _____

Days of care M _____ T _____ W _____ Th _____ F _____

A \$75.00 non-refundable registration fee and first week tuition is required per child to secure your place at the time the contract is signed.

Tuitions / Co-pays are due on Fridays by 6:30 PM, if not received a late fee of \$15.00 per day will be applied to your account and care will not be rendered until paid. (Maximum three business days)

**** If the tuition is covered by the State of Maryland Purchase of Care and for some reason it is not paid it is the responsible party to pay the tuition amount.****

Two week written notice is required by the parent to Little People's Educare. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Two week tuition fees may be paid in lieu of two week written notice.

Contract Addendum

1) _____

2) _____

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date

Director Signature

Date



Policies & Contracts

1. Tuition/Payment Procedures

A. Registration Fee- There is a \$75.00 Non-Refundable registration fee per child at time of enrollment. If you terminate childcare services and are gone more than 90 days and wish to return to Little People's Educare, you must pay a re-application fee.

B. Withdrawal- Two week written notice is required by the parent to Little People's Educare. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Two week tuition fees may be paid in lieu of two week written notice.

C. Tuition- Fees are due on Friday, regardless of attendance. In case of a prolonged illness, the usual fee will be required or child will be formerly withdrawn from the center. (Some cases may be negotiated)

2. Fees

A. Late Tuition Payment-Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than 6:30 pm on Friday each week for the following week's daycare. Payment may be made by credit card, money order or cash. There will be a late fee of \$15 for failure to pay by 6:30 pm on Friday. An additional \$15 per day late fee (total \$45.00) will be charged if payment is not made by 9 am on Monday. Late fees are to be paid immediately! NO EXCEPTIONS. Care will not be rendered until paid. Tuition paid after 9 am Monday must be paid in cash. Credit Union and out of state checks are not accepted. (Maximum 3 business days)

B. Late Pick-up A \$10.00 late fee for the first 5 minutes and \$1 per minute late pickup fee will be assessed for all children picked up after closing. This must be paid in cash at the time of pickup, or before the child's next regularly scheduled day. This will be strictly enforced, and habitual tardiness may result in termination of services

3. Attendance

A. **Extended Hours-** No child is allowed in daycare for more than 10 hours. If the time exceeds more than 10 hours there will be and additional fees.

B. **Illness Policy-**When any member of your family has been exposed to or has contracted a contagious disease, please notify the center immediately. If a child becomes ill while at the center, he/she will be isolated. Parents will be notified and expected to come at once. If your child has a cold, keep him home for at least 24 hours or until the nasal discharge has become clear. A child should remain home until he/she has been without a fever for 24 consecutive hours due to an illness; the health department requires that he/she bring a doctor's slip upon return.

C. **Absences-** Cannot be made-up or otherwise exchanged for other days. There are no refunds or tuition credit for absences, school closures, holidays or vacations.

4. Inclement Weather

The center will determine its own closings with the exception of emergency warnings. Children must be picked up within 90 minutes after the announcements have been made. We will make the announcements on WMAR-Channel 2, Facebook, E-mail, and a voicemail on the center phone.

5. Bed Linen

Each child must have a sheet and blanket clearly marked with the child's name at the center. Parents will take the responsibility of making sure the sheets and blankets are kept clean.

6. Extra Clothing

Each child shall have a complete change of clothing at the center at all times. All articles shall be clearly marked with the child's name. It is very important that if your child has an accident he/she returns to the center the next day with an extra change of clothing. Due to health center reasons, no child will be allowed to wear another child's clothing.

7. Holidays

Little People's will be closed for the holidays. Please see calendar for dates.

8. General Information

A. Any medication to be given must be accompanied by a doctor's slip and a Medication Authorization Form.

B. Dress your child in sturdy play cloths in accordance with the weather.

C. The provider will love, care for, and teach your child. We will make every effort to make the transition from home to provider as smooth as possible.

D. Parents are required to consult with provider frequently regarding their child. No appointment necessary. If there are any issues to be resolved an appointment is necessary.

9. Curriculum

Curriculum activities are done in the morning. The children are divided into groups according to ages or maturation. This allows each child to work at his/her own level. Also, it provides for individual attention.

10. Termination Policies

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Serious illness of child

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to amount due.

Revisions to Handbook and Contract

We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing of any changes that may occur. Every attempt will be made to give at least two week's notice of changes. Parents will be given a copy of the revisions and sign a new contract when changes are made.



Discipline Policy

- A. No child is a bad child, very mischievous but not bad.
- B. Talk to the child; give them a choice/a couple of choices.
- C. Have the child pick a choice; if they do not pick a choice, then I will pick one for them.
- D. If the child keeps misbehaving they will go to the timeout chair (which is sitting in the same room as everyone else)
- E. The time out chair is only sat in for 3 minutes, unless the child say's they are not ready to return to the group.
- F. If the problem child still seems to still be a problem a conference will be called for the parents to come in and talk about the current discipline problem we are having with their child.
- G. No verbal abuse will be used on the children, no threats of any kind of punishment.
- H. The provider will always use acceptable behavior, using polite not authoritarian language, quiet voice.
- I. Let children express their feelings and ideas.



Parent's Agreement

I have read and understand all the policies of the *Little People's Educare* forms and consent to the enrollment and participation of my child/children _____

With the provider and his/her (their) participation on field trips or excursions under proper supervision. I agree the *Little People's Educare* shall not be totally responsible in case of sickness or injury while attending.

I also agree to pay the tuition as scheduled and I will carry out the rules and regulations set forth by the *Little People's Educare*.

I further agree that in case of accident or injury, emergency medical care may be given to my child/children in the event that I cannot be contacted immediately.

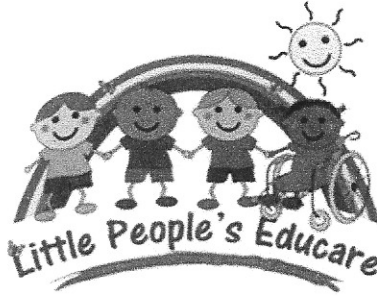
I have read the above policies and they have been explained to me.

Parent / Guardian's Signature

Parent / Guardian's Signature

Director Signature

Date



Parental Policy Agreement

Child (ren) name: _____

Tuition:

_____ Tuition is due every Friday by **6:30 pm**

_____ Tuition paid after **6:30 pm** Friday must be paid in CASH

_____ Late fee: An additional **\$15 per day (per child)** will be charged for late tuition

_____ Tuition is due by Friday 6:30 pm even if your child (ren) are not attending (that day or week)

Children (ren) pick –up:

_____ Your child (ren) must be picked up by time specified on contract.

_____ A late fee of \$10 per child will be charged for the first 5 minutes and \$1 each additional minute thereafter.

_____ The late pick up fee is due when the child (ren) are picked up or the next morning when they are dropped off

I fully understand and agree to the written policies above.

Parent Signature: _____

Date: _____



Daily Schedule

7:00	Greet Parents and Children & Free Play
7:45	Clean-up, Bathrooms, Hand Washing
8:00-8:30	Breakfast
8:30	Room Transition
8:30	Free Play
9:15	Circle Time
9:30	Lessons
10:30	Bathrooms
10:45	Outside-Gross Motor Activities
11:15	Hand Washing
11:30-12	Lunch
12:00	Bathrooms
12:15	Story Time
12:30	Rest Time
2:30	Wake Up & Bathrooms
2:45-3:00	PM Snack
3:00	Story Time
3:15	Outside-Gross Motor Activity
3:45	Bathrooms & Hand Washing
4:00	Small Group Activities
4:20	Recap of the Day
4:50	Small Group Activities
5:30	Free Play Have a GREAT Night