

Enrollment Agreement

For _____ (child’s name)

- 1) Before any child is admitted, parent/guardian agrees to submit a complete and executed, Enrollment Agreement, Health Inventory and Addendum, Immunization Record (on forms provided by the center), Emergency Contact Form, and any other forms required by the center or state, tuition payment and any registration fees, book fees and activity fees.
- 2) A non-refundable registration fee of _____ is due upon the time of application. Book fees and activity fees may apply for certain programs.
- 3) My child will be enrolled in the _____ program. Days and times of attendance will be Monday_____, Tuesday_____, Wednesday_____, Thursday_____, Friday_____. I understand that the tuition charge will remain the same regardless of absence, or center closings. I also understand that the deadline for payments is the same regardless of absence or center closings.

Tuitions are due each week, on Friday, for the coming week. The amount of my tuition will be _____.

In the event that tuition is not paid in full, in advance, on the Friday before care is provided there will be a late fee charged to your account. Any account with any balance after 6pm on Monday will be charged a late fee of _____. Any account more than a week past due will result in termination of enrollment. If tuition for that week has not been paid by Friday of that week (including the late fee) your child’s enrollment will be terminated immediately. All payments must be made by check or money order made payable to Good Shepherd Presbyterian Church (GSPC). Returned checks are subject to a \$25.00 fee, and your child may not return to the program until the account balance has been paid, in full, by cash or money order.

*Co-pays for families on Purchase of Care fall under the same guidelines as tuition.

- 4) If you plan to terminate your child’s enrollment, two weeks prior notice is necessary. Otherwise, a charge equivalent to two weeks will be levied against the parent or guardian of the child.
- 5) We open promptly for care at 6:00 am and we close at 6:00 pm. Failure to pick up your child by 6:00 pm will result in a \$2.00 per minute, per child late charge, which will be charged to your account the next day. Late pick-up fees are due before your child can return to the center.
- 6) I have received a supply list for my child’s program and I agree to supply and maintain these supplies. In the event that my child does not have the necessary supplies, I understand that I will be contacted and I will have to bring the necessary items immediately, or make arrangements to have my child picked up from the program.
- 7) We are closed for the following holiday: New Year’s Eve, New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. I understand that if my child is part time, and one of these days falls on their scheduled day of attendance, that we will not be granted an additional day of care that week. I also understand that tuition is due no later than 6pm on Monday regardless of center closings.
- 8) Parents/Guardians will be responsible for reimbursement to the center for all damages caused by themselves or their children.
- 9) This contract becomes effective _____ and shall remain in effect until the rates for your child’s program have changed, at which point a revised contract will be signed and added to your child’s file. The center is also able to terminate this contract without prior notice.

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- 10) I have received a copy of the Parent/Student Policies and I agree to abide by these policies. I understand that failure to do so may result in termination of enrollment.
- 11) Discipline Policy
- a) If spotted early enough, sometimes inappropriate behavior can be stopped before it has a chance to spiral out of control. Our approach focuses a great deal on prevention. Every action has to have a concrete consequence, and expectations must be clarified.
 - b) GSPC does not advocate the use of physical or mental punishment. Our staff uses positive supports such as providing choices, redirection, and reflection time.
 - c) Children are provided with choices within our environment or activities. If necessary, teachers will attempt to redirect a child's attention, offering a different age – appropriate activity than the one they are struggling with, or having trouble cooperating with peers on.
 - d) Reflection Time can be an effective disciplinary policy when redirecting a child or offering positive guidance fails, but it must be used appropriately. Children who need a time out will be supervised at all times. And they should only sit for one minute per their age in years. Before being reintroduced to the group, the caregiver should get down to the child's eye level and explain what the child did wrong to land in the time out spot. In the event that we are unable to assist the child in regaining control, or in the event that the child becomes a danger to themselves, other children or staff, the parents will be notified. We will always attempt to work in conjunction with the child’s family, however in severe instances disenrollment may occur.
- 12) Maryland State Department of Education (MSDE) has implemented new state regulation for all children in regulated care and early childhood educational programs. Beginning July 2016, all children up to kindergarten entry attending regulated care and early childhood educational programs will need to have a developmental screening conducted. The screening tool that our program will be using is the “Ages and Stages” Questionnaires.
- 13) Fire Drills and Safety – Evacuation procedures for fire and other emergencies are practiced monthly. When severe weather is in the area, our staff closely monitors weather reports and we will be prepared to quickly move children to safety if necessary.
- 14) Parent Student Policies
- a) Walk your child into the center each morning, and escort the child from the building each evening. The state requires that each child is signed in and out by their parent/guardian. Please do not allow your child (regardless of age) to sign themselves out.
 - b) Parents/Guardians are responsible for providing lunch if your child is to be in care all day. Label each item with your child’s first and last name and the date. The center is unable to heat any food items. Please be sure to provide your child with a nutritionally appropriate lunch. The center serves milk at lunch.
 - c) Providing a weather appropriate change of clothes (school-age children excluded). In the event that your child’s extra clothing is used please replace the next day. If your child needs a new set of clothes, and we do not have a change on site you will be required to pick-up your child or bring a set of clothes immediately. A sheet and blanket are to be provided for children that are napping at the center. If your child does not have the appropriate items for nap, you will be required to bring the items or pick up your child before naptime.
 - d) For the good of all the children in our care, please keep your child at home if he/she is ill. If symptoms appear during the day, you will be contacted and asked to pick up your child immediately. If your child is exposed to a contagious illness, a notice will be sent home with your child or you will be contacted by phone.

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State health regulations require that children with the following symptoms be excluded from child care:

- Fever over 100 (taken orally)
- Diarrhea (2 or more watery stools in a 24-hour period)
- Vomiting (2 or more occasions within the past 24 hours)
- Rash that is not obviously associated with diapering, heat, or allergic reactions to medications
- Sore throat if associated with fever or swollen glands in the neck
- Severe coughing leading to gagging, vomiting or difficulty breathing
- Pink eye
- Untreated scabies or head lice
- Multiple sores in the mouth with drooling
- Ring worm
- Impetigo (skin infection)

Children must be free of fever, vomiting, and diarrhea for 24 hours before returning to school.

- e) If your child is sent home ill they must be out for 24 hours or have a doctor’s note to return to care. If your child is kept home ill, please inform the center.
- f) When possible, all medication should be given at home. If meds must be administered during day care hours, the following policy applies:
- Written permission from the parent and written instructions from a health care provider.
 - Medication must be in the original container labeled with child’s complete name, medication name, recommended dosage, and time intervals for administration, method of administration, expiration date and for prescription medication, the prescriber’s name and license number.
 - Medication must be stored according to the instructions on the label in a place that is inaccessible to children. Medication will be returned to parent when no longer needed.
 - Provider will document the dosages and time that the medication was given to the child.
- g) This program is designed to be inclusive of all children, including children with disabilities, special learning needs, developmental needs and/or special health care needs.
- h) In cases when special needs children are enrolled the center will evaluate the child’s individual needs and identify ways that we can reasonably accommodate those needs. If your child has an IEP or IFSP, please submit a copy to insure that we are also incorporating his/ her goals as required. We understand the these documents may contain information you consider private, therefore, you may submit only the specific information from the child’s IFSP/IEP that relates to how we can work with the child in partnership with the family and other service providers to assist in the child’s overall development. We may need to have contact with the child’s pediatrician, counselor, or therapist to determine whether we can reasonably accommodate the needs of a particular child.
- i) We pride ourselves in having a strong academic program and do all that we can each day to provide each and every child with multiple opportunities to learn and grow. We ask that you please drop off your child by 10:00 AM, so that they are able to receive the full benefits of our program. Also, we ask that you inform us by 10:00 AM if your child will be absent from the program that day. Many of the activities that we plan are specific to the number of children we are scheduled to have in attendance, and it would help us greatly to know if your child’s regular schedule will be altered.

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15) Screen Time Activities. :

- a) “Interactive technology” means educational and age-appropriate technology, including programs, applications (apps), non-commercial television programming, videos, streaming media, and e-books that is designed to facilitate active and creative use of technology and encourage social engagement with other children and adults.
- b) “Passive technology” means non-interactive television, videos, and streaming media.
- c) Limited use of appropriate interactive technology may support, but may not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children 2 years old or older.
- d) Viewing Restrictions: Children 2 years old or older may not be permitted to view more than 30 minutes of age-appropriate, educational passive technology per week.
- e) Exceptions: An occasional exception to the weekly passive technology viewing limit set forth may be made for a special event or project, including a holiday or birthday celebration, or for educational content that is related to the curriculum.
- f) If an exception to the weekly passive technology viewing limit is made, a written record of the exception shall be made, and retained on file, that documents the nature and duration of the programming viewed and reason for the exception.
- g) No child may be permitted to view any passive or interactive technology during a meal or a snack, or media with brand placement or advertising for unhealthy or sugary food or beverages.
- h) The provider shall give the parent of each enrolled child a written screen time policy that addresses the use of passive and interactive technology during child care hours.

16) When making payment, please write your child’s name on the memo line of the check. It is your responsibility to check your child’s folder every day. Often there is time-sensitive material in the folder that requires your immediate attention.

This contract supersedes all previous contracts between the parent and Good Shepherd Presbyterian Church USA.

We, the undersigned, agree to the above terms and acknowledge receipt of a copy of this agreement.

Director Signature / Date

Parent/Guardian Signature / Date

Parent/Guardian Signature / Date

Pastor / Date