



ENROLLMENT AGREEMENT

Welcome to Kinder Explorers! We look forward to a healthy and happy relationship with your family. The following policies have been created to help ensure the smooth operation and safety of the program while providing care for the children.

STUDENT _____ DOB _____ M F

NEW STUDENT RETURNING STUDENT SIBLING ENROLLED

SCHEDULED ATTENDANCE

Tuition fees are based on the following scheduled attendance. I understand I will be charged additional tuition if my child's attendance increases beyond his/her regularly scheduled attendance.

HOURS ENROLLED AT CENTER	Time	IN	OUT	IN	OUT
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

TUITION

I understand that weekly/monthly tuition fees are as follows:

- Weekly
 Monthly

TUITION	SPECIAL CARE	TOTAL TUITION
\$205.00/week _____ -	\$ _____ N/A _____	\$205.00/week _____ -

OFFICIAL USE

Interview/Tour/Date _____ Staff Initial _____ Copy to Office _____ Staff Initial _____
 Application fee: _____ Date _____ Check# _____
 Security Deposit: _____ Date _____ Check# _____
 Monthly Tuition _____ Class _____ Written Withdrawal Date _____ Termination Date _____
 Prorated First Month? _____

SECURITY/HOLDING DEPOSIT PAYMENT PLAN

1. A security deposit of \$ 200.00 is required and may be paid in two or eight weekly installments. I understand that this security deposit is refundable upon withdrawal of my child from the Center following the procedures set forth in Parent Handbook.
2. For each child:
 - I agree to pay \$ _____ in full.
 - I agree to pay \$ _____ the first week and \$ _____ the second week.
 - I agree to pay \$ _____ the first week and \$ _____ per week for 7 weeks.
3. You must have given a (2) week written notice of withdrawal to the Director and your child must have attended our program for at least one (1) month for you to receive a security deposit refund. Allow 10 business days for the refund.

OTHER FEES SCHEDULE AND FINANCIAL TERMS

1. Tuition fees are not subject to pro-ration for illness, holidays, or emergency closure of the center. If the hours my child attends change in any way, I will notify the center immediately so appropriate staffing may be arranged. **A late fee of \$30.00 will be charged on tuition paid after Tuesday.**
2. If my child regularly attends school (Kindergarten) and school is not in session due to school holiday, snow, etc., I agree to pay an additional fee of \$ _____ for each day my child attends the center all day. The additional fee is charged only when, during a school week, my child's school has a scheduled day off or an unscheduled day off due to weather or other unforeseen events. When school is not in session for the entire week, the full-time tuition is \$ _____ .
3. A late pickup fee of \$ 1.00/minute per child will be assessed for each minute your child(ren) remains after closing. The late pick-up fee does not constitute an agreement to provide after hours service. This fee is subject to change.
4. I agree to pay the full tuition fee even if my child is absent for one or more days.
5. A nonrefundable registration fee of \$ 100.00 is due at the time of enrollment and annually. If my child has withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time.
6. A \$35.00 fee will be charged for a check returned for insufficient funds. If this occurs more than once, Kinder Explorers may require payment by another method for enrollment to continue.
7. Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee due before the day of the event. Notices will be posted in advance. A signed permission slip will be required in order for your child to participate in a field trip.

COMINGS AND GOINGS

1. The Center is open from **6:30 a.m. to 6:30 p.m., Monday-Friday**. The Center is closed for certain holidays. The holiday schedule will be posted. The Center's hours and holiday schedule are set and posted annually but may be changed at any time with 30 days' notice.
2. The Center will be open whenever possible on a regularly scheduled day, during normal hours. The procedure for notifying families should severe weather or other conditions prevent the Center from opening on time or at all will be posted. If it is necessary to close early, it will be your responsibility to arrange for your child's early pick-up. There will be no tuition credit for any time the Center is closed.
3. Your child will only be released to you or to the persons you have listed on the *Child Release Form*. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified on the *Child Release Form* to pick up your child, you must notify Center management in advance, in writing. **Your child will not be released without prior written authorization.**
4. Late pick-up is not a normal program option and will only be considered an exceptional occurrence. It can be distressing for children to be left in the care of others after-hours. Staff work long days and expect to leave at the end of their scheduled times. Please allow enough time to arrive at the Center, pick up your child and leave by closing time. If a child has not been picked up after closing and we have not heard from you, we will attempt to contact you and then the emergency contacts listed on the *Child Release Form*. Provisions will be made for someone to stay with your child as long as possible, but if we are unable to reach you or an emergency contact after two hours, we will call the local child protective services agency.
5. Kinder Explorers legally cannot deny access to or release of a child to either parent/guardian, unless there is an active restraining order, specific schedule of court-ordered visitation rights, or other Court Order in place. If the family is not in agreement or the situation is unclear, we will require the family to return to the court to resolve their differences.
6. **Breakfast will be served each morning from 7:30-8:45. Breakfast, is not served after 08:45 a.m. Staff cannot attend to any child with breakfast from home after 8:45 a.m. Our teaching classes start promptly at 9:00 a.m.**

MEDICAL POLICIES

1. Prior to enrollment, you must give the Center current medical and immunization records for your child. These records must be updated annually. Children without appropriate, current medical records may not attend the Center.
2. If you are notified that your child is ill, you must pick up your child immediately. If your child is absent due to a reportable disease, your child may return only with a physician's note indicating that he or she is no longer contagious. (See the *Child Illness Policy* in *A Family's Guide to Kinder Explorers*.)
3. We will administer medication as outlined in our *Medication Policies* (see *A Family's Guide to Kinder Explorers*).
4. In case of emergency, Kinder Explorers has parental/guardian permission to administer first aid or to obtain emergency medical treatment in the child's best interest. (See the *Authorization and Consent/Child Release form*.)
5. *Authorization and Consent/Child Release form*.)

6. Costs incurred from the treatment of any injury or illness occurring to your child during the program is the responsibility of the parent/guardian. Secondary insurance is provided by Kinder Explorers to pay most expenses not covered by the family's primary insurance.

MISCELLANEOUS

1. In an effort to maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by Center staff is discouraged. However, should you hire any Center staff, it must be outside the Center premises and with the understanding that such arrangements and payment for services are solely between you and the staff member. The arrangements are not sanctioned by the Center, Client, or by Kinder Explorers, and you agree to hold Kinder Explorers harmless from any such arrangement. In addition, if you hire an employee (or someone who was a Kinder Explorers' employee within the prior six months of hire) to work for you on a permanent basis, you agree to pay a placement fee of \$2,500.
2. If Kinder Explorers is concerned that your child's needs are not being met in our program, we will involve you in the process of identifying the issues and working toward resolution. However, if after reasonable and appropriate interventions have been tried, Kinder Explorers determines that the program is not in the best interest of you, your child, or the Center, you will be required to withdraw your child from the program. If Kinder Explorers believes, in its sole discretion, that the actions of a parent or guardian are disruptive, inappropriate or inconsistent with the Center's best interests, it may elect to end a child's enrollment. We will help to prepare a child for withdrawal, consistent with the child's ability to understand. Implementation of withdrawal procedures will be effected in the time frame that is deemed appropriate by Kinder Explorers.
3. All child care in Maryland is regulated by the Maryland State Department of Education (MSDE), Office of Child Care's (OCC), Licensing Branch. As a parent/guardian of a child in a Maryland child care program, you can learn more by reading the MSDE Guide to Regulated Child Care (PDF), which can be downloaded from <http://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/parentbrochuresmsdedecember2007.pdf>

Initial _____

This Enrollment Agreement is not intended to be all inclusive. Other terms and conditions of your child's enrollment are contained in our *A Family's Guide to Kinder Explorers*. Your enrollment is also subject to all of Kinder Explorers' policies and procedures which may change from time to time.

I acknowledge that I have received a copy of Kinder Explorers' *A Family's Guide to Kinder Explorers*, which is intended to supplement this Agreement. I understand it is my responsibility to contact Kinder Explorers with any questions I have about the information contained in the *A Family's Guide to Kinder Explorers* or any document relating to enrollment policies and procedures.

Signature of Parent/Guardian: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Center Director: _____

Date: _____