

CHILDREN'S CENTER OF NORTH HARFORD
SUMMER DAY CARE PROGRAM CONTRACT SUMMER 2011

Staff Use Only:

SESSION ENROLLED: _____

CHILDREN'S CENTER OF NORTH HARFORD
SUMMER DAY CARE PROGRAM
707-708 Highland Road, Street, Maryland 21154
410-836-0444
E-MAIL: CCNH707@ZOOMINTERNET.NET

REGISTRATION CONTRACT

Child's Full Name _____
Nickname, if any _____
Birthdate _____
Parents Names _____
Home Address _____
e-mail Address _____
Home Phone Number _____
Cell Phone Number _____
Family Physician/Child's Physician _____
Physician's Phone Number _____
Mother's Employer _____
 Employer's Address _____
 Employer's Phone Number _____
Father's Employer _____
 Employer's Address _____
 Employer's Phone Number _____

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Please list a Neighbor/Relative to call in case of Emergency if Mother/Father cannot be reached:
Name _____
Address _____ Phone Number _____

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Agreement made this _____ day of _____, 2011, between Children's Center of North Harford,
of Street, Maryland, (Hereafter referred to as "Day Care Provider"),

and _____
(Hereafter referred to as "Guardian").

The parties to this Contract agree as follows:

SECTION 1. ENROLLMENT AGREEMENT:

The undersigned Guardian(s) hereby agree to pay \$175.00 per week or \$35.00 per day for a term of enrollment beginning June 20, 2011 and ending on August 26, 2011.

For Part-time enrollment, please indicate Days/Dates which you are enrolling for on line below:

The amount agreed hereto is due and payable on the FIRST DAY OF EACH WEEK and is payable despite absence for any reason whatsoever.

SECTION 2. DEPOSIT/REGISTRATION FEE:

The undersigned Guradian(s) upon signing this agreement have provided a Registration Fee of \$35.00 per child enrolled. The \$35.00 Registration Fee is Non-Refundable.

SECTION 3. RULES AND REGULATIONS:

The undersigned Guardian(s) agree to comply with the Day Care Provider's rules and regulations regarding fees, attendance, health, scheduled holidays, inclement weather policies and other items as specified in the handbook that has been issued and as may be amended from time to time. A copy of the handbook has been provided at the time of signing this agreement or acknowledged by the undersigned initials.

SECTION 4. DEFAULT:

The amounts agreed to in SECTION 1 heretofore are considered to be delinquent if not paid as agreed. Please refer to FINANCIAL INFORMATION (VII A through E).

SECTION 5. ENTIRE AGREEMENT:

This instrument contains the entire agreement between the parties and not statements, promises, or inducements made by either party or agent of either party that are not contained in this written Contract or the Day Care Provider's handbook and shall be valid or binding. This Contract may not be enlarged, modified, or altered except in writing signed by the parties and endorsed on this agreement or unilaterally at the discretion of the Day Care Provider by amendment, modification, or revision of its handbook which may occur from time to time without prior written notice.

SECTION 6. EFFECT:

This agreement shall inure to the benefit of and be binding on the heirs, legal representatives, assignees, and successors of the respective parties. The undersigned does hereby certify that he/she has read this agreement and by so signing, agrees to comply with all the terms and conditions set forth herein. The undersigned further certifies that he/she has the capacity to sign this agreement and thereby accepts the terms herein as incorporated.

GUARDIAN: _____ DATE _____

GUARDIAN: _____ DATE _____

For CHILDREN'S CENTER of NORTH HARFORD: _____

FINANCIAL INFORMATION FOR SUMMER DAY CARE 2011 PROGRAM

I. REGISTRATION AND TUITION AMOUNTS

- A. Registration Fee for all students is \$35.00. This Fee is Non-refundable.
- B. Tuition Rates are established by the Board of Directors of the Center to cover budget.

II. TUITION PAYMENT SCHEDULE

- A. Tuition paid on a weekly Schedule is as follows:
 - 1. PAYMENT # 1 – DUE when the child is registered, along with the Registration Fee of \$35.00.
 - 2. PAYMENT # 2 THRU # 10 – DUE on or before the 1st day of each week. All weekly payments must be given directly to the Staff Member on duty.
- B. Please make checks payable to: The Children's Center of North Harford.
- C. Late Tuition Payment Policy
 - 1. Tuition Payments NOT received by the FIRST DAY of each week will be assessed a LATE FEE of \$5.00 for each week that Tuition is late.
 - 2. To avoid this assessment, please contact the Director BEFORE the deadline date to make other payment arrangements.

III. REGISTRATION FEE is NOT part of the total Tuition. The Registration Fee is Non-refundable.

IV. TUITION REFUND POLICIES

A. ATTENDANCE / ABSENCES / WITHDRAWALS:

- 1. No Tuition deductions are made for the child's occasional absences or for prolonged absences other than the child's illness. In cases of long-term illness of the child, Tuition deductions are considered on an individual basis by the Board of Directors. A WRITTEN STATEMENT from the child's physician regarding freedom from infection when the child has been absent due to illness for five (5) or more consecutive days is required for re-admission to the Center.
- 2. All children, regardless of religion, race, sex, or national origin, within the ages of 4 years to 9 years are eligible for admission to the Center's SUMMER DAY CARE Program.

B. WITHDRAWALS:

It is expected that all Parents fulfill the entire SUMMER DAY CARE Tuition obligation by paying the total amount in full or by completing each of the weekly installment payments as enrolled (Full time or Part Time). In cases of early withdrawal from the Center's program, Parents are responsible for the entire installment payment for the child's last week of attendance regardless of the actual number of days that the child attends.

LATE PICK-UP CHARGE

Late Pick-ups are not allowed. If Parent is unable to arrive promptly by closing time, a Late Fee of \$1.00 per minute per child will be charged and must be paid immediately to the Staff Member on duty at the time. In the event of severe inclement weather, a nominal Late Fee may be charged at the discretion of the Board of Directors. It is expected that each child will be picked-up on time every day, regardless of the weather. Parents should have a plan in place regarding who they will contact to pick-up their child if circumstances prevent the Parents from arriving at the Center prior to closing time. Habitual lateness will result in termination of Contract.