



Creative Learning Center, Inc.

17930 Bowie Mill Rd.

Derwood MD 20855

301-987-5454

ENROLLMENT AGREEMENT

TO THE PARENTS: Please read this Enrollment Agreement carefully. If you do not understand any provision, please ask the director for clarification. This Agreement, its attachments and the Parent Handbook establish your legal rights and responsibilities and those of Creative Learning Center, Inc. (CLC) regarding your child's participation in the preschool.

Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parent/s or legal guardian/s of the enrolled child. The terms "preschool," "CLC" and "we" refer to the Creative Learning Center. The term "class" refers to the specific class day and time as routinely scheduled.

You, _____, hereby agree
(both parents' or guardians' names)

to enroll your child, _____, in
(child's name)

Creative Learning Center, Inc. Preschool. The Preschool agrees to accept your child's enrollment, under the terms and conditions stated herein.

I. ENROLLMENT CONFIRMATION

Beginning on 9-13-10, the Preschool will provide care for child named above in:

<i>CLASS</i>	<i>TIME</i>	<i>DAYS</i>
Hummingbirds AM Hummingbirds Extended Day	9:00-11:30am	Tuesday & Thursday
Finches AM Finches Extended Day	9:15am-12:45pm	Monday, Wednesday & Friday
Bluebirds Orioles Eagles	9:00am-1:00pm	Monday through Friday

2. PARENTS' FINANCIAL COMMITMENT

a. *Materials Fee.* A materials fee of \$90 to help cover the cost of supplies and special projects is due upon your child's confirmed enrollment at CLC.

If an enrolled child is withdrawn from CLC before the school year begins, the materials fee is refundable on a pro-rated basis if the space is filled by a new student and if written notice of withdrawal is given at least 90 days before the school year begins.

b. *Registration Fee.* A one-time non-refundable \$50 registration fee is due upon your child's confirmed enrollment at CLC.

c. *Guaranteed Deposit.* A guaranteed deposit of one month's tuition payment is collected in August. It is a non-refundable fee which is applied to your child's last month of tuition for that school year. This guaranteed deposit confirms your child's place in the preschool and assures CLC of your enrollment commitment. For withdrawals due to family relocation, guaranteed deposit refunds are made on an individual case basis.

For withdrawals during the preschool year, the guaranteed deposit is refunded only with a 60-day written notice up to and including March 1st. The guaranteed deposit is forfeited without 60 days notice of withdrawal or for withdrawals beginning March 2nd or later.

c. *Tuition.* For convenience, the yearly tuition is payable in eight monthly payments, due by the first day of each month, beginning in September and ending in April. A semester payment plan also is offered, as outlined in the payment schedule.

A \$20 late payment fee will be charged when payment is received after the 5th.

3. METHOD OF PAYMENT

Tuition may be made by check or money order made payable to Creative Learning Center. Payments may be mailed or dropped in the tuition payment box outside the office. If paying in cash, the payment must be given directly to the director. Creative Learning Center will not be responsible for cash payments deposited in the tuition payment box.

There will be a \$25.00 fee for any returned check. In the event of a second returned check within the same school year, the return check fee of \$25 will be charged and payments thereafter must be made in cash or by cashier's check made payable to Creative Learning Center.

4. ENROLLMENT TERMINATION FOR NON-PAYMENT

If a special payment plan is needed, we are happy to work with the family to create a workable payment schedule. CLC reserves the right to terminate enrollment should an account become overdue for more than two months with no attempt made to reconcile the debt.

5. LATE PICK-UP PENALTIES

It is important that all children be picked up **on time**. We cannot supervise children after class time. We reserve the right to impose a late fine on those parents/car pool drivers who consistently arrive late.

6. ABSENCES

You are responsible for paying the full monthly tuition for each month your child is enrolled in the preschool, even if your child is absent (due to illness, vacation or other cause) during the month.

Please notify the preschool in advance if your child will be absent due to vacation. It is helpful if parents notify the preschool if a child will be absent on a specific day.

7. HOLIDAY SCHEDULE

Creative Learning Center follows the Montgomery County Public School (MCPS) schedule in regard to holidays, WITH SEVERAL EXCEPTIONS. CLC begins class several weeks after MCPS and ends on the Friday before Memorial Day. Other exceptions are publicized in the school year calendar distributed before school opens and in the monthly newsletter.

8. INCLEMENT WEATHER POLICY AND EMERGENCY CLOSINGS

Creative Learning Center follows the Montgomery County Public School (MCPS) schedule in regard to inclement weather.

a. Inclement Weather Closings, Late Openings and Early Closings: If Montgomery County Public Schools (MCPS) open two hours late, CLC will:

- Cancel AM classes – Hummingbirds AM
- Begin AM/Extended and Extended classes two hours late – Hummingbirds Extended, Finches AM/Extended, Bluebirds, Orioles and Eagles

If MCPS announces an early closing after classes have begun, we will initiate a telephone and/or email alert to notify parents.

If MCPS cancels class, CLC will cancel all classes.

b. Emergency Closings: In the unlikely event of a prolonged utility loss which would jeopardize the health or safety of the children, Creative Learning Center is required to close until the situation is corrected. Every reasonable effort will be made to expedite any repair. This would be a non-reimbursable emergency closing.

9. CLASSROOM WELFARE POLICY

CLC reserves the right to require a more appropriate placement for a child if deemed necessary by the director and teachers, as outlined in the classroom welfare policy: “Any child who, after attempts have been made to meet the individual needs, demonstrates an inability to benefit from the type of care offered at CLC or whose presence is detrimental to the group, shall be discharged from CLC.”

CLC takes this position in the best interest of all children in the program.

10. HEALTH/DEVELOPMENT UPDATE REQUIREMENT

Upon registration, parents provide to CLC written documentation of a child’s health and development status, including allergy information. The Health Inventory provides medical information and any necessary accommodations. This includes areas of speech, hearing, vision, motor skills, cognitive function, behavioral conditions, social/emotional conditions or any other health or developmental condition.

CLC requires that parents notify the director in writing of any significant change in status related to a child’s health or development which occur during the child’s time in our program.

11. ENROLLMENT TERMINATION

By Parent: A child may be withdrawn from the center at any time.

Tuition adjustment is made for withdrawal with 60 days written notice.

Tuition adjustment is not made for absence or for withdrawal without notice.

If a problem exists involving CLC’s program, we ask that parents bring it to our attention promptly. CLC will make prompt, reasonable efforts to correct the problem.

By Preschool: The Preschool may terminate your child's enrollment in the Preschool, effective immediately, if any of the following conditions arise:

1) In the judgment of the Preschool Director, the child's behavior threatens the physical or mental health of other children in the Preschool;

2) In the judgment of the Preschool Director, the Center's program does not meet the developmental or special needs of your child;

3) You fail to abide by the terms of the Enrollment Agreement and the Parent Handbook.

4) Tuition or other fees have been overdue for more than two months with no attempt made to reconcile the debt.

12. LIABILITY RELEASE

The Preschool maintains insurance policies to cover its liability for injuries, losses and damages which may occur to your child, your child's property or your property, if caused by fire, theft, storm or negligent acts of the Preschool's employees or agents.

Acting on behalf of yourself and your child, you hereby waive and agree to release any claims which you, your child, or your child's heirs and successors may have against the Preschool for any and all injuries, losses and damages to your child, your child's personal property and your personal property to the extent that those injuries, losses and damages are not covered by the Preschool's insurance policies, or to the extent that the monetary amount of such injuries, losses or damages exceeds any amount payable under the Preschool's insurance policies.

13. CERTIFICATION THAT INFORMATION IS CORRECT

The following documents form a part of this Agreement. You certify that you have accurately completed (or will complete in a timely manner) all the forms listed below. You agree to notify the Preschool promptly in writing if there is any change in the information you have supplied on the forms listed below.

1. Health Inventory Form
2. "A Parent's Guide to Regulated Child Care" signed statement
3. Emergency Information Form*

* Item 3 will be included in your summer packet.

14. RECEIPT AND ACCEPTANCE OF PARENT HANDBOOK

You acknowledge receipt of the Creative Learning Center Parent Handbook and hereby certify that you have read and agree to abide by all provisions of the Handbook.

15. SEVERABILITY

If any term of this Agreement is declared invalid or unenforceable, it will be severed and all other terms will remain effective, and they will be construed as though the invalid term did not exist.

16. WAIVER

The terms of this Agreement remain in effect even if the Preschool fails or forgets to enforce them. For a given situation, the Preschool may later require that you comply with the Agreement after giving you written notification.

AFTER YOU HAVE READ THIS ENROLLMENT AGREEMENT, ITS ATTACHMENTS AND THE PARENT HANDBOOK, PLEASE SIGN AND RETURN THIS FORM TO OFFICE. Both parents must sign the Agreement, unless one parent has sole custody of the child.

17. SIGNATURES

The undersigned will be bound by this Agreement in its entirety as expressed herein.

Parent/Guardian

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Creative Learning Center

Preschool Director Signature Date