



ENROLLMENT AND FINANCIAL AGREEMENT FOR INFANTS

New Reenrollment Renewing Information Update

Child's Last Name: _____ Child's First Name: _____

Child's Age: _____ Child's Date of Birth: _____ Gender: Male Female

This agreement is for the time and days indicated below (circle all that apply):

Full Days on Monday, Tuesday, Wednesday, Thursday, Friday

Infant Enrollment requires the enrollment fee of \$75 plus the following tuition to hold a spot: The total amount is non-refundable:

- Option 1: Up to One Month out – One week tuition is due at enrollment to hold spot
- Option 2: Over One Month through Three Months out – Two weeks tuition is due at enrollment to hold spot.
- Option 3: Over Three Months through Six Months out – Three weeks tuition is due at enrollment to hold spot. (A payment plan is available for Option 3)

Enrollment Date: _____ **Start Date:** _____

Mother/Guardian: _____

Home Address: _____

_____ Mother's/Guardian's SS#: _____

Employer: _____

Employer Address: _____

Home Telephone #: _____ Work Telephone #: _____

Cell/Mobile #: _____ Email Address: _____

Father/Guardian: _____

Home Address: _____

_____ Father's/Guardian's SS#: _____

Employer: _____

Employer Address: _____

Home Telephone #: _____ Work Telephone #: _____

Cell/Mobile #: _____ Email Address: _____

How did you hear about us? _____

A non refundable enrollment fee of \$75 and additional weeks' tuition are due at the time of enrollment. Please complete one form per child. You must receive a copy of this agreement for your records

PLEASE READ THE FOLLOWING POLICIES AND SIGN BELOW:

1. Tuition is due weekly on Monday in advance. A late fee of \$25 is charged if payments are received after Wednesday at 6:30 pm. \$40 is charged on all returned checks and cash payments may be required thereafter.
2. Center hours of operation are from 6:00 am to 6:30 pm.
3. Parents must bring prepared age appropriate meals for all infants.
4. The Center is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Good Friday, Thanksgiving Day, the Day after Thanksgiving, Christmas Day, the Day after Christmas, and early closings on Thanksgiving Eve, Christmas Eve and New Year's Eve at 3 pm. We reserve the right to close two days a year for staff development purposes. Advanced notice will be provided.
5. Stepping Stone Children's Center offers a discount program for full time students **after one continuous year in attendance** which provides one week free regular tuition per calendar year effective the second year of enrollment. This discount does not apply to part-timers. *See handbook for additional qualifications.*
6. A late fee of \$1 per minute will be charged for all late pick up after the Center closes. This amount must be paid to the staff at pick up time.
7. The Center will be open whenever possible. However, all tuition must be paid even if the Center is closed due to severe weather conditions or other conditions beyond Stepping Stone Children's Center's control.
8. Stepping Stone Children's Center requests a two weeks' notice prior to withdrawal of your child from the Center.
9. Parents/guardians must receive a tuition receipt with all cash payments. Weekly, monthly, or annual receipts can be emailed at the parent's request.
10. Stepping Stone Children's Center reserves the right to terminate any child who is unable to adjust to the Center's program.
11. Stepping Stone Children's Center does not discriminate on the basis of race, color, national origin, cultural heritage, social status, sex, or marital status.

12. All parents and guardians whose child (ren) becomes the subject of an executed, court approved custody, separation or other form of legally enforceable agreement determining the custodial status MUST provide copies of all agreements, amendments and updates to Stepping Stone Children's Center upon enrollment.
13. All parents and guardians agree to permit Stepping Stone Children's Center to administer first aid and/or obtain medical treatment for any enrolled child in the event of an injury to the child. The parents/guardians agree to pay all costs incurred by such first aid and/or medical treatment and to hold Stepping Stone Children's Center harmless against any liability arising from or related to such first aid and/or medical treatment.
14. Stepping Stone Children's Center will not be responsible for negotiating tuition payments between separated or divorced parents. Parents are required to meet their obligations regardless of their marital status.
15. I have received a copy of the Guide to Regulated Child Care brochure located here:
<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/parentbrochuremsdedecember2007.pdf>

By signing below, I acknowledge that I have thoroughly read this agreement and that I understand it. I also understand that the Parent's Handbook contains further information about fees which may be charged and policies regarding care at the Center. I agree to notify the Center in writing of any changes to the information contained in this agreement.

In the unfortunate event your account becomes past due and is placed with a collection agency or an attorney you shall be responsible for a collection fee equal to 35% of any outstanding balance due.

Mother's/Guardian's Signature: _____

Father's/Guardian's Signature: _____

Director's Signature: _____ Date: _____

Program Tuition: _____ Enrollment Fee: \$75 (*nonrefundable*) plus applicable fees

Total Amount Paid: _____ Date Paid: _____

PAYMENT PLAN (for Option 3: over 3 Months – 6 Months on hold) One week's tuition is due each month for three months beginning with the month in which enrollment occurred.

Month One – at Enrollment

Date paid: _____ Amount paid: _____

Parent Signature: _____

Director's Signature: _____

Month Two:

Date Paid: _____ Amount paid: _____

Parent Signature: _____

Director's Signature: _____

Month Three:

Date Paid: _____ Amount paid: _____

Parent Signature: _____

Director's Signature: _____