



## Enrollment Agreement

Child(ren)'s name(s): \_\_\_\_\_

1. I read, understand and agree to abide by all policies stated in the TPCDC Parent Handbook (available at [www.tpcdc.org](http://www.tpcdc.org) or upon request) and agree to all subsequent changes during enrollment of my child(ren). I can receive additional information about requirements of state regulated child care, my rights and responsibilities as a parent, and how and where to file a complaint from the TPCDC office or [www.marylandpublicschools.org](http://www.marylandpublicschools.org)
2. I agree to fully complete and submit all forms before my child is admitted to the program.
3. I agree to pay upon enrollment a nonrefundable registration fee of \$50 per family and a two week deposit of \$\_\_\_\_\_ which will be applied to the child's last week in the Center. I agree to give one month written notice of intent to withdraw my child(ren) from the Center. Failure to give adequate notice will result in forfeiture of the deposit(s).
4. I agree to pay the tuition monthly in the amount of \$\_\_\_\_\_ for care from \_\_\_\_\_ - \_\_\_\_\_ (insert time frame), for the following days of the week M Tu W Th F (circle days attending) on the first day of each month. My child(ren) will begin attending \_\_\_\_\_. If my child(ren) attend any hours or days other than contracted herein, I must request submit a written request in advance (see [www.tpcdc.org](http://www.tpcdc.org) for the form) and pay the Supplement Hours fees on the day my child receives care. I understand that upon written notice, tuition and any other Center fees may be adjusted during the child's enrollment. Clients from child care subsidy programs may request additional information regarding programs and payment terms. Current tuition rates for all attendance options are available at [www.tpcdc.org](http://www.tpcdc.org) on the tuition page.
5. Tuition is due on the first day of the month. If payment is not received by the 5<sup>th</sup> business day of the month, I am aware that a late fee of \$20.00 will be assessed, and that an additional fee of \$20.00 is due if the tuition is not paid 15 business days after it was due.
6. I understand that no deductions or refunds of tuition will be given for absences of part of any day; week or month due to inclement weather, holidays, illness or other circumstances.
7. I hereby grant to Takoma Park Child Development Center and its authorized representatives permission to use the likeness in photographs and/or video of my child(ren) in any and all of its publications, including web-based publications, without payment or other consideration. I agree that TPCDC may use such photographs or videos for any lawful purpose, including for such purposes as publicity, illustration, advertising, and Web content.



8. I agree to pay a \$25 fee for a returned check. If a second check is returned with 12 months, all subsequent payments must be made in cash or by money order.
9. I agree to the Late Pick-Up Policy and to pay the late fees as stated on the website and in the parent handbook. Chronic late pick-up will be assessed as stated in the TPCDC parent handbook. Failure to meet the financial terms of this agreement may lead TPCDC to proceed with action to collect past due fees, including the cost of collection, attorney and/or court costs. I understand that questions or concerns regarding payments should be directed to the Center Office Manager. If issues are not resolved, the parent and/or Office Manager may consult with the Director or the Board for final resolution.
10. I understand that the Center reserves the right to dismiss a child who cannot adjust to the program.
11. I understand and will abide by the policies stated in the parent handbook governing sickness as it relates to my child attending the Center.
12. I give my permission for my child(ren) to participate in walking community field trips, as part of the program. I am aware that for other field trips utilizing public transportation or the Center's bus, or swimming activities that I will need to sign permission for my child to participate in the activity.
13. TPCDC strives to use a positive discipline approach that uses encouragement to help children develop self-control, independence, self-awareness, and respect for other children and teachers in a way that is appropriate to their ages and stages of development. Discipline means helping children learn to control their own behavior and solve their own problems. It does not mean punishment. TPCDC firmly believes discipline includes guidance, modeling and redirection. Additional information about TPCDC's discipline policy is in the Parent Handbook at [www.tpcdc.org](http://www.tpcdc.org)
14. TPCDC has the following pets in the classrooms (type & number of pets will vary by room): Beta Fish, Goldfish, a Guinea Pig, Frogs, Hissing Cockroach, or Hermit Crabs. Pets are placed on eye-level for the children, but they are not permitted to handle the pets or to clean pet habitats. If your child has a special need that requires the removal of their 'classroom pet', please let us know promptly. We also ask that families do not bring their pets into the Center, due to potential allergies.
15. I understand all policies are subject to change with two weeks of written notice.

I (We) (both Parents required to sign if involved with Center) have read and understand the terms of this agreement, the entire TPCDC Parent Handbook and all accompanying material.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Director/Office Manager \_\_\_\_\_

Date \_\_\_\_\_

(revised 9/17)