

## **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 <a href="www.tpcdc.org">www.tpcdc.org</a> 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 <a href="www.maryandpublicschools.org">www.maryandpublicschools.org</a> .	
2.	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.	
3.	I agree to give two weeks 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	
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	Lunderstand that no deductions or refunds of tuition will be given for absences of part of any day:	

7. 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.

week or month due to inclement weather, holidays, illness or other circumstances.

8. 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, p. 16. 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 Board for final resolution.



- 9. I agree to fully complete and submit all forms before my child is admitted to the program.
- 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. 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(s)	
Parent/Guardian Signature(s)	
Director/Office Manager	
Date	(revised 7/15)