

## ENROLLMENT AGREEMENT

The Kiddie Garden Child Care Learning Center  
8909 Twelve Sons Ct. Jessup, MD 20794  
Tel: (301) 604-3575

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_ Start Date: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Street / Apt. #: \_\_\_\_\_ Street / Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_  
Driver License # \_\_\_\_\_ Driver License #: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Employer's Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**The following must be concurred to ensure that we may provide you with the highest quality child care.**

The Center hours are from 6:30 am to 6:00 pm, Monday to Friday.

The Center is closed on Federal holidays. Visit our website at [www.kiddie-garden.com](http://www.kiddie-garden.com) for this year's holidays list.

Holidays and sick days are not discounted. Full tuition is due as usual. Tuition is due fifty-two (52) weeks of the year.

Should the Center close early or not open due to weather conditions, full tuition is due as usual. All children age three (3) and up should be at the Center before 9:30 am. Late arrival after 9:30 am will be considered tardy. After two tardy in a month, child will be sent home for that day.

All necessary forms such as Enrollment Agreement, Emergency Form, Immunization Certificate and Enrollment Contract must be completed prior to the Start Date.

Program Enrolled: \_\_\_\_\_

My Child will be attending FULL TIME (Monday to Friday): \_\_\_\_, or PART TIME: \_\_\_\_.

Indicate days and time (for Part Time only):

Monday: \_\_, Tuesday: \_\_, Wednesday: \_\_, Thursday: \_\_, Friday: \_\_, From: \_\_\_\_\_ to \_\_\_\_\_.

**The tuition is payable in advance, bi-weekly in the amount of \$ \_\_\_\_\_, less discount: \_\_\_\_\_**

Tuition must be paid in advance of services. No child will be admitted to the Kiddie Garden if tuition is not paid by 10 am on Monday of the service week.

Additional days, hours, or activities will be charged when provided and agreed upon.

A late tuition fee of \$5 will be charged for each day the tuition is due and not paid. Should tuition fee be not paid as agreed, child care services will be terminated without further notice.

A service charge of \$35 will be added to the tuition fee for any returned check. Subsequent payments must be made in cash. A late tuition fee of \$5 per day, per child will be applied to all returned checks.

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A late fee of \$1 per child, will be charged for every minute after 6:00 pm if your child is not checked out (picked up) by 6:00 pm. If your child is not picked up within one hour past closing, we will notify the appropriate authorities.

An initial non-refundable registration fee of \$100 is payable with this Enrollment Agreement along with the first bi-weekly tuition payment.

An annual re-registration fee of \$50 is due every September thereafter.

An annual Summer Fun Activity fee is due every June; the amount will be based on activities provided.

The Kiddie Garden reserves the right to ask any pupil to withdraw (terminate this Enrollment Agreement) at any time, for any reason the administration feels provocation is sufficient. Possible reasons for such actions may include; abuse of staff, children, property, policies, or non-payment of tuition.

A voluntary withdrawal by parents/guardian is allowed with two weeks' advance-written notice.

Parent / guardian will be responsible for the outstanding co-payment or full tuition to the Kiddie Garden that is not paid by the Department of Social Services (DSS).

A medical release form must be signed by your child's physician before the Kiddie Garden staff can administer any medication.

The Kiddie Garden does not discriminate based on race, color, or national origin in the administration of students and employment.

Does your child have any special needs that we need be aware of? \_\_\_\_\_, if so, please specify in details (use separate sheet if needed): \_\_\_\_\_.

Does your child have an Individualized Family Service Plan (IFSP), or Individualized Education Program (IEP)? \_\_\_\_\_. Please provide us a copy for your child's file.

I agree to abide by all current, and future policies of the Kiddie Garden with two weeks' advance notice to any future changes by the Kiddie Garden. I certify that I have read and understand this entire Enrollment Agreement, including the Parent Handbook. The Kiddie Garden administration will interpret your signature below as an agreement to comply with all our policies.

Parent's Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **Office Use Only** -----  
Date Received: \_\_\_\_\_, \$100 Registration Fee Received: \_\_\_\_, Waived (reason): \_\_\_\_\_  
Full Tuition (bi-weekly): \_\_\_\_\_, Additional Discount (Sibling): \_\_\_\_, **or** (Military): \_\_\_\_\_  
**On File:** Enrollment Contract: \_ Health Inventory: \_ Immunization: \_ Emergency: \_ Other: \_\_\_\_\_

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