

Bay Country Children's Learning Center, Inc.
190 Admiral Cochrane Drive Suite 190 * Annapolis, Maryland 21401
(410) 974-6700

PARENT AGREEMENT FORM

Child's Name: _____

1. The Center will be open from 7:15 AM to 6:00 PM for children ages 2 months to 5 years.
2. The Center will be closed for the following holidays or the day the holiday is observed: New Year's, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas. The Center will close at 1:00 PM on Christmas Eve and New Year's Eve when these days are during the week.
3. Each child must have a change of clothing that is left in the Center to be used for emergencies. All clothing must be marked. The Center is not responsible for lost clothing.
4. Parents are asked to see that children do not bring personal belongings to the Center. The Center is not responsible for any articles brought from home.
5. Parents are expected to bring their children into the building and see that the child is under supervision before leaving the building and to enter the building when returning for their child.
6. Each child will have an afternoon rest/nap.
7. I understand that my child will not be permitted to attend Bay Country until all required forms are completed and submitted to the Director.
8. I agree to pay in advance the weekly advertised tuition with no deduction for absence or holidays. If tuition is not paid by Wednesday at closing, a late fee of \$1.00 for each day late will be added to my child's tuition.
9. I understand I am responsible for full tuition payments when my child is absent from the Center for vacation for the first year. After one full year of enrollment, I am entitled to one week tuition-free. I will notify the Director in writing when I would like to have this applied to my account.
10. I agree to pay a registration fee of \$100 at the time of enrollment and a fee of \$75 to be renewed each February for the following school year. This fee is not refundable.
11. I agree to pay one week of tuition in advance that will be applied to my child's final week of attendance.
12. I agree to pay a late pick-up fee of \$10.00 per child each 15-minute period that my child is left in the Center after 6:00 PM.
13. I agree to pay a \$35.00 fee for a returned check. Bay Country will then have the option to refuse any future checks.

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14. In case of withdrawal of my child from the Center, I agree to give the Center a one-week notice. If this notice is not given, the security deposit is forfeited.
15. Upon withdrawal of my child, I agree that my account will be paid in full. If it becomes necessary for Bay Country Children's Center, Inc. to refer my account to an attorney or agency for collection, I agree to pay all the costs and fees incurred as a result.
16. After two weeks of non-payment, my child will not be permitted to attend Bay Country until my account is paid in full including the days missed due to non-payment.
17. Parents will be called to pick up their children who become ill. Children absent from the Center with a contagious illness may not return without a signed statement from a physician indicating that the child is no longer contagious. I understand that my child will not come to school ill, and his/her presence means he/she is able to attend normal outside activities.
18. In the event of an emergency, the Center has my permission to administer first aid or obtain medical treatment in my child's best interest. I agree to pay all expenses incurred due to an emergency involving my child.
19. In the event that my child will require medication administered at the Center, I will provide the medicine in the original container with a doctor's note indicating the amount and time(s) to be administered.
20. Should the management of Bay Country determine that my child cannot adjust to the Center's program, my child will be withdrawn after a week's notice and this agreement will be terminated.
21. Management reserves the right to suspend or expel a child at the discretion of the Director if a child's actions are considered destructive or potentially harmful to themselves or others.
22. Snow Policy: If Anne Arundel County schools are closed or have a delayed opening because of bad weather, the Center will open at 8:15 AM. You will be contacted should the Center require an early closing.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Signature of Director

Date