



PARENT ENROLLMENT AGREEMENT

(Please note that some policies and/or statements are repeated throughout the following document. This is intentional and is done to emphasize some of the more commonly encountered issues and to make certain you are aware of them)

A. GENERAL

Welcome to The Elevon! We are excited that you have decided to join our family. As with any group that works together as a team, we also have certain procedures that are necessary to ensure smooth operations and optimal care for your child(ren). Please note the following:

1. Breakfast/Morning Snack, and an Afternoon Snack will be served daily for all children who are able to eat table food. The Elevon does not provide food for Infants. Please note that no food will be served after the designated breakfast and snack times (for details please see Acknowledgment of Receipt of Policies).
2. We have a structured and academic curriculum. Thus, it is critical that you bring your children in before the curriculum begins and pick up after it ends. Arriving late is not only disruptive to the class but significantly compromises the sequential and incremental acquisition of basic concepts and their applications (e.g. alphabets, numbers, addition, subtraction, etc.). Please check your child's Classroom Daily Schedule (posted in the Classroom) to determine when academic time begins in your child's classroom.
3. Please note that Homework is a very important part of our curriculum (only in certain age groups) and serves multiple purposes. First, it serves as a review of the work done in the classroom. Second, it informs parents about what their child did all day in class. Third, when parents sit down and help their children with homework, it gives parents a realistic picture of their child's abilities. Fourth, it provides screen-free and video-free time for parents to sit with their children and interact. It is required that homework be completed and returned each Friday.
4. #2 above is important because knowledge is best acquired in small increments and with a regular, daily schedule. One year is a long time in the life of a child 1-5 years of age. The steady, daily acquisition of basic concepts at this age is very important for future performance in kindergarten and beyond. Thus, please make sure that you arrive before the curriculum begins and pick up after it ends. Of course, we understand that life can take over at times, and it may not be possible every day – in that case we need to be notified (please see details below under Acknowledgement of Receipt of Policies). Please remember that consistency is key to early development and academic retention.



5. At least one (2 will be required for some children) change of clothes must be packed and labeled for your child, appropriate for weather. All grooming materials will be supplied by the parents, such as creams and ointments (labeled with the child's full name).

6. Disposable Diapers/pull ups (if applicable) must accompany your child (at least 8 per day). If supplied by the school, if available (we do not carry a store of diapers at all times), there will be a charge of \$3 per diaper.

7. **TERMINATION OF ENROLLMENT:** In certain circumstances, it may be necessary for the Director to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child, the other children in the class, and/or the overall operation of the center. Every effort will be made to correct a problematic situation before a final decision is made. Termination may take the form of a two week notice or could be immediate, depending on the seriousness of the situation. Termination of enrollment may be the result of any of the following (or any other unusual circumstances not described in this document). Please note that if immediate termination is required, there will be not be a refund of any paid deposits.
 - a. Disruptive or dangerous behavior.
 - b. Violation of Center Policies by parent or child.
 - c. Repeated non-payment of tuition (defined as no zero-balance in any 14-day period – including weekends).
 - d. Center's inability to meet the child's needs.
 - e. Other unforeseen, unpredictable, or unusual circumstances.

Parent's Signature _____ Date _____



B. FINANCIAL AGREEMENT FORM

1. **Registration Fee:** This is a nonrefundable fee (please refer to tuition sheet for rate) that is due when decision to enroll is made. This, in addition to the deposit (please see #2 below), will hold your spot until the agreed upon start date (please see below for start date policies). Please fill out all enrollment forms online as well.
2. **Deposit:** A deposit, equal to one week's tuition, is due with the Registration fee. This amount will be held for you and will be used as tuition for your last week of attendance when you leave – if the required 2-week notice is given. *This deposit is non-refundable.*
3. **Re-registration:** This will be (please see tuition sheet for rate) assessed at the beginning of each school year (Aug or Sept). Please note that if you enrolled on or after May 1 of any given year, you will not be charged the re-registration fee.
4. **Tuition:** This varies based on the age of your child. Please consult the accompanying tuition sheet for your child's tuition.
5. **Payments:** These are due every week on Monday. If you elected to enroll in automated deductions from your debit card, credit card, or checking account, these will be processed on Fridays for the **following** week's tuition. Please see details in Tuition Agreement Sheet. Please note that ALL payments are due ahead of time, not in arrears.
6. **Late Fees:** Late fees will apply per the Tuition Agreement Sheet.
7. **Checks with Non-Sufficient Funds (NSF):** All automated payments that are rejected will be charged a \$35.00 service fee. This will be in addition to any late fees. Please see Tuition Agreement Sheet for details.
8. **Vacation Credit:** For every 12 months of continuous enrollment, you may take a single week of vacation without paying tuition for that week. This must be taken as a week-long block. Additionally, this must be requested two weeks in advance using the Request Form found at the front desk. Please note that this does not accrue – so if you don't take vacation for 24 months, you still have only one single week of vacation available. Once you take a vacation, the 12 continuous months of enrollment resets – and you will have to be enrolled for another 12 continuous months to be eligible for another one-week vacation.
9. **Withdrawal:** We require a two-week notice prior to withdrawal for any reason. Unfortunately, we will have to charge tuition if notice is not given. The form at the front desk (Request Form) needs to be filled out.
10. **Non-refundable:** All fees are non-refundable.
11. **Sibling Discount:** There will be 10% discount for the lower tuition rate. The 10% discount may not be available if you enroll with a promotional rate.



- 12. Absence from the Center:** This is very important. Please note that you are paying for a guaranteed slot, not attendance. Tuition is due, and no credits can be given, for absences of any kind, such as illness, school or other holidays, inclement weather, or any other time your child cannot attend for any reason. This policy is in place, so we can continue to support our teacher, facilities, and all other services.
- 13. Public School Holiday Fees:** These apply to Before, After, and Before-After Programs. Please read accompanying details below.
- 14.** Please note that if your start date is greater than two weeks after the date you register (defined as when you pay your registration fee), we can offer only an approximate start date. Almost always, children are able to start on the date mutually agreed upon by the parents and The Elevon. However, there are multiple possible and unforeseen situations that can arise that might change the availability of the open spot by several days. Please note that if your desired date of enrollment is many months in the future, the start date can vary by more than several days.
- 15.** Please note that if part of your tuition comes from a third-party payer (NACCRA, Armed Forces, State of Maryland, or any other) parents are responsible for payment of full tuition on time. For example, if there is a delay in the third-party payment for any reason, parents are still responsible for making a full payment on time. When reimbursement from the third party occurs then your account is credited for that amount.
- 16.** Cash is accepted only under exceptional circumstances and has to be approved by the Chief Administrator. If payment is made in cash, you will be given a receipt. Please note that you are responsible for retaining the receipt as proof of payment.

I have read and understand the financial information given above.

Name _____ Signature _____

Date _____



C. KINDERGARTEN AND BEFORE-AFTER TUITION STRUCTURE

1. Before-After Program

Your normal tuition (based on which program you are in) is due every week. In addition, please note the following:

1. There is no extra charge for one early dismissal from school or one day off from school in a week.
2. There is only a nominal charge if there are two consecutive days off from school in a week (see tuition sheet for charge).
3. There will be a charge of one full week's tuition when school is off for greater than 2 days (i.e. 3 or more days - please see the most current Tuition Sheet for specific costs). Please note **that this charge is applicable whether or not your child is in attendance** (as we have to have a full complement of teachers on the premises for the entire day). This rate is for any week, including snow days, when your child's school is off for 3 days or more (thus care is needed beyond regular hours for the Before, After, or Before-After Programs).

2. Kindergarten Program - Regular tuition is due every week regardless of attendance.

I have read the above and understand.

Name _____ Signature _____

Date _____



D. ACKNOWLEDGEMENT OF RECEIPT OF POLICIES

We would like to thank you for enrolling your child at our center. Our goal is to educate your child in a fun filled, nurturing environment. Please take a moment to read, initial, and sign the individual policies below. You will note that several statements and policies are repeated - that is done just to make sure that important items are emphasized. If you have any suggestions or concerns, please let us know.

Child's Name _____

Date of Birth _____

Agreement Date _____

Please initial the following:

1. _____ I understand that my tuition is due on Mondays. No deductions will be made for absences, vacations, or closings, as our tuition is based on slot occupation and not attendance. Please note that sometimes your child's teacher may be absent (illness, personal issues, etc.) and your child may be moved to another classroom to maintain state mandated ratios. In this case, and during this move, your tuition will remain the same as your regular, enrolled tuition regardless of whether your child is moved to a classroom that has a higher tuition rate or a lower tuition rate.
2. _____ I understand that if payment is not received by Monday (11:59 pm), a late fee (per tuition sheet) will be added to my tuition daily until tuition is paid in full (including Saturday & Sunday). Repeated late payments (defined as no zero-balance in the previous 14 days) will be considered grounds for terminating childcare services for your child.
3. _____ The terms and conditions on the Tuition Agreement Sheet agreement will be followed, and I will use electronic, automatic and/or online payments. I understand that no checks will be accepted. Only cash, as an alternative payment to electronic payment, will be accepted and that only on a case by case basis (and needs authorization from the Chief Administrator).
4. _____ I understand that if my child/children are not picked up by closing time, there will be a late pick up fee. Please refer to the financial form or the tuition payment agreement for the amount. Social services will be contacted one hour after closing if you or a responsible party has not contacted us.
5. _____ I understand that I must provide a **2-week** written notice to withdraw. Please use the REQUEST FORM at the front desk.
6. _____ I understand that the registration fee and deposit are **Non-Refundable**.
7. _____ I understand that there are several things that need to be done at the beginning of each academic year. First, there is a yearly re-registration fee (please see Tuition sheet for amount) that will be assessed each August or September. This fee may change with a one-month notice. Second, you will need to sign and update the Emergency Contact form. Please note that immunization/health information needs to be updated as soon as there is a change (such as ongoing immunizations, new diagnoses, etc.)



8. _____ I understand that if my child/children do not begin on my scheduled start date then: 1. The Elevon may apply all tuition and fees to my account. 2. My slot may be filled by another family on the waiting list.
9. _____ When you select a start date for your child, we hold a spot open for you. Please note that if you are unable to start on the date you indicated you are responsible for the full payment for the days your child does not attend. If payment is not made in a timely fashion, and to be fair to other parents, your spot will be given to the next child on the waiting list.
10. _____ I agree to update emergency information/permission to pick-up my child whenever changes occur.
11. _____ I understand that a child health appraisal, completed by a physician, is due at time of enrollment and is mandated by the State Licensing Office.
12. _____ I understand that if my child exhibits any of the symptoms listed on the health care exclusion form (e.g. fever, diarrhea, etc.), he/she will need to be excluded from care. Please note that, in certain circumstances, depending on symptoms/diagnosis, your child may not be allowed to return without a doctor's note.
13. _____ I understand that The Elevon will not be able to provide services to my child without a current health appraisal and up to date immunization record including a lead screening test (when applicable).
14. _____ I have received the Parent Handbook and have read and understood all policies and procedures.
15. _____ I have received a copy of the Financial Information Sheet and the parent enrollment agreement.
16. _____ I understand that failure to comply with The Elevon policies may result in termination of my childcare services.
17. _____ If my child has an IEP, I will provide a copy of the IEP.
18. _____ I give permission to allow my child to occasionally watch an age appropriate DVD as The Elevon staff deem appropriate. Length of time will not exceed one hour.
19. _____ In the event of an emergency, The Elevon will call 911 and I understand that my child will be transported by ambulance to the nearest hospital.
20. _____ I understand that field trips may be taken throughout the school year (ages 2 ½ years- 11 years). The Elevon may provide individual permission slips (listing dates, times, location, and purpose of the trip) which will need to be signed in a timely fashion. These may be sent to you electronically.
21. _____ I give permission for my child to be photographed for The Elevon's newsletters, brochures, advertisements, websites, and for arts and crafts only.
22. _____ I understand that for children 2 years and older, there will be homework every week and that parents are responsible for helping their children complete it on time. Homework is an essential and critical part of the curriculum at The Elevon. Usually, children will be assessed every 2-3 weeks on their homework.



23. _____ Please note that even though part of your tuition may come from a third-party payer (NACCRA, Armed Forces, State of Maryland, or any other) parents are responsible for payment of full tuition on time. For example, if there is a delay in the third-party payment for any reason, parents are still responsible for making a full payment on time. When reimbursement from the third party occurs then your account is credited for that amount.
24. _____ Please note that tuition is charged based on which classroom your child is enrolled in. Whereas almost always your child is in the appropriate classroom and is promoted to the next classroom when he/she reaches the appropriate age, infrequently that promotion might be delayed due to reasons beyond our control. Thus, at any given time, tuition charged is based on the classroom the child is enrolled in. Also, please see #1 above.
25. _____ 24/7 video surveillance of our center is in place for security reasons and for internal review for quality improvement. Please note that this is real time, live video surveillance only. However, on some days, for selected periods of time, for selected classrooms, and for selected teachers, we might record video for quality improvement (for example, providing feedback to teachers on how to improve classroom, or how to conduct a math lesson, etc.). Please note that any existing videos are not available for review by parents due to privacy and logistical issues.
26. _____ Regularity and structure is critical to successful and effective classroom management and learning. It is required that all children be dropped off before 9:30 am because later drop offs disrupt the classroom's proceedings. If you need to, for some reason, drop off your child after 9:30 am, this will be accommodated on a case by case basis only and not on a regular basis, and you will need to call and speak to the Assistant Director or Director to check if late drop off can be accommodated. We are a structured and academic center and late drop offs are very disruptive to classroom teaching and to teacher scheduling. Please note that this rule will be strictly enforced. Doctor's appointments are the only valid exception and you will need to bring a note from the Doctor's office verifying the visit.
27. _____ Your child's safety is a primary concern. We understand that children, during play, will push each other or have general physical contact with each other. However, if a child is noted to hit or kick or spit (and other similar behavior) on other children or teachers randomly, without provocation, and without the context of playful interaction, there will be only one warning. If your child is noted to engage in such violent, spontaneous, and unprovoked behavior a second time, we will unfortunately have to disenroll him/her immediately.
28. _____ Once you have registered your child, we will contact you between 15-30 days prior to your start date to confirm your start date. If we leave a message please do call us back within 48 hours to confirm, or we will be obliged to give your spot to the next child on the waiting list.
29. _____ (If applicable): If your child is attending Kindergarten at our center, please note that it is the parents' responsibility to determine what the requirements



- are for entry into 1st grade the following year. It is important to recognize there is some variation in requirements for admission to 1st grade from county to county within Maryland, e.g. the kind and level of testing they might require, so parents will need to determine those requirements in detail and ahead to time. Our center's Kindergarten is MSDE certified and is thus recognized within the state of Maryland as an official Kindergarten. Regardless, depending on your child's date of birth, the school that you plan for your child to attend for 1st grade, MAY or MAY NOT require testing as a prerequisite for entry. If testing is required, our center cannot guarantee that your child will pass the entry test for 1st grade.
30. _____ Please note that the early education industry is prone to relatively higher staff turnover rates compared to most other industries across the country. Thus, there will be times when the teacher you and your child are used to seeing and interacting with is no longer with us. At our center, we have instituted processes that, to a large degree, may mitigate the effects of such turnover. However, there is a high probability that, during your stay with us, you will experience staff turnover. During these times, please expect some degree of variation in the overall functioning of your child's classroom. When staff does turnover, it takes several weeks to find the right person for any given classroom, so we request your patience and understanding during these transition periods. Also, please note that such turnover is especially high during the summer months because teachers may move, go back to school, change careers, or move on due to any number of other reasons related to the imminent start of the next academic year.
 31. _____ I understand that my child will, from time to time, get sick with the flu or other infectious ailments that are common for children at this age. This is especially true of children who are attending a center for the first time. There will also be times when my child will be sick repeatedly over a period of several weeks – depending on the severity of the flu season. During these times, he/she may not be allowed to attend – as described above.
 32. _____ I understand that, if there are costs associated with medical care of my child while he/she is attending the center (for example colds, diarrhea, twisted ankle, etc.), the center is not responsible for these costs.
 33. _____ Please note that parents are not allowed to stay inside classrooms for more than the time it takes to drop off or pick up their children. Staying longer and talking/chatting with teachers for extended periods of time takes the teachers' attention away from supervising children and is disruptive to the class schedule. If there is a need for a longer conversation, please speak to the Assistant Director or Director to schedule a parent/teacher conference.
 34. _____ Please note that if you plan to withdraw and re-enroll your child within a period of any five consecutive months, your child's re-enrollment will depend on whether there is a spot open and you will be placed in line on the waiting list. Unfortunately, your spot cannot be held for you whether you pay the registration fee or not. However, a registration fee will put you on the priority waiting list.



This rule does not apply to School Age children on summer vacation who intend to rejoin the School Age program in Fall.

- 35.** _____ Discipline Policy: Teachers may use a variety of strategies depending on the child and the situation. These strategies include: redirection, shadowing, reminding child of the rules, setting limits, acknowledging the child's feelings, age-appropriate choices, and natural consequences. Our goal is to educate our children – this includes teaching social and emotional skills. We teach our children that the choices they make have consequences (both positive and negative), and they have control over these choices. All children will be treated with respect. Children will NOT be disciplined in a punitive manner or receive corporal punishment. Our goal is to use positive methods of discipline, which will encourage self-control, self-worth, build self-esteem, and teach conflict resolution techniques.
- 36.** _____ Screen Time Policy:
- (1) (a) "Interactive technology" means educational and age-appropriate technology - including programs, applications (apps), noncommercial television programming, videos, streaming media, and eBooks - that is designed to:
- (i) Facilitate active and creative use of technology; and
 - (ii) Encourage social engagement with other children and adults.
- (1) (b) "Passive technology" means noninteractive television technology videos, and streaming media.
- (2) Limited use of appropriate interactive technology may support, but may not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children 3 years old and older.
- (3) Viewing Restrictions: a child in attendance who is:
- (a) 2 years old or younger may not be permitted to view any passive technology or interactive technology; and
 - (b) 3 years old or older may not be permitted to view more than 30 minutes of age appropriate, educational passive technology per week. This may be reduced to 0 minutes per center requirements. They may watch 30 minutes of interactive screen time.
- (4) No child may be permitted to view any: (a) Passive or interactive technology during a meal or a snack; or (b) Media with brand placement or advertising for unhealthy or sugary food or beverages.
- 37.** _____ Please note that if your start date is greater than two weeks after the date you register (defined as when you pay your registration fee), we would like to inform you ahead of time that there is a very small chance that the start date may vary by a few days. Almost always, children can start on the date mutually agreed upon by the parents and the center. However, there are multiple possible, unforeseen situations beyond our control that can arise that might change the availability of the open spot by a few days. For the same reason, if your desired date of enrollment is many months in the future, the start date can vary by several



days. Once you have registered your child, we will contact you between 15-30 days prior to your start date to confirm your exact start date. If we leave a message please do call us back within 48 hours to confirm, or we will be obliged to give your spot to the next child on the waiting list.

38. _____ It is EXTREMELY important to label all food items that are brought into the center with your child's first name, last name, and date. In addition, infant and toddler bottles need to be pre-prepared and labeled with first and last name, date, and contents. (i.e. formula, breast milk, etc.). ANY non-prepackaged food MUST be labeled with contents – including, but not limited to sippy cups and bottles. This is to ensure that we are not placing children with allergies at risk. Also, please note that ABSOLUTELY NO GLASS CONTAINERS of any kind will be permitted at the center – these are a danger as glass can break and shattered pieces can be scattered over long distances.
39. _____ Please make sure to label all non-food items (jackets, cot sheets, blankets, diaper cream, etc.) that are brought into the center with your child's first and last name. Please be careful to take home only your child's belongings and to please return items that you did accidentally take home. Many items (blankets, tupperware, etc.) look similar. Please note that the center has no financial responsibility for "lost" items.
40. _____ Please note that breakfast/morning snack ends at 8:15 am so that the children can begin focusing on their instruction. If you bring your child later than 8:15 am and still wish for them to eat, you are welcome to sit with them in our kitchen to do so.
41. _____ Please note that we take care of your child(ren) based on what you tell us and also based on your feedback and your continuing participation while your child is here. We, therefore, expect that you will give us correct information. This includes information on the Pre-Tour Enrollment sheet, the forms you fill out when enrolling, and all subsequent interactions with us, including emails, texts, and anything written on social media including reviews written. Please note that if it is clear that you have not given us correct information or have misrepresented the facts, then this can be grounds for disengagement from our center. To reiterate, correct information at all times is critical for us to take good care of your child(ren).
42. _____ (If applicable) I understand that my enrollment at The Elevon is temporary and has a definitive end date. That end date is: _____.
Enrollment beyond that date is NOT guaranteed.

I have read and understand the above statements.

Parent Name (Print) _____

Signature: _____

Date: _____