

**A Child’s Place**

4701 N. Charles Street Baltimore, MD 21210

410-532-5399

**Enrollment Agreement**

**To the parent:** Please read the Agreement carefully. Signing this Agreement acknowledges that you have read and agree to abide by the terms and conditions stated therein. Please complete this Agreement and return it to the Preschool Office.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian) , hereby agree to enroll my child,  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** and the Preschool agrees to accept your children’s enrollment, under the terms and conditions as stated below. Additional policies and procedures can be found in the *ACP Parent Handbook and Addendum SY2021-2022.*

**1. Program and Hours of Program**

The Preschool will provide a program for your child, Monday through Friday, 7:30 a.m. to 5:30 p.m. Your monthly tuition for the 2022-2023 school year is $1745 for the 2-year-old program & $1615 for the Preschool program**.**

**2. Payment**

Tuition is due on the first day of each month. A late charge of $2.00 per day after the tenth of the month will be added to payments received. If any parent is more than thirteen (13) days past due, the Preschool reserves the right to refuse admission or continued attendance of the child at the Preschool.

**THE PARENT IS RESPONSIBLE FOR TUITION WHETHER OR NOT THE CHILD IS IN ATTENDANCE, AND NO REFUND WILL BE MADE.**

A non-refundable registration fee of **$100.00** is required annually.

A deposit of **$500.00** is due by June 1, 2021, or at the time of execution of this agreement. This amount is applied toward the first month’s tuition. The deposit and a signed Agreement reserve a space for your child. The balance of the first month’s tuitionis due on or before August 1, 2021.

**Acknowledgement of COVID-19 Protocols** Allstaff, faculty, students, and visitors must abide by public safety measures to protect the health and safety of our community. Presence on campus poses a risk to health and safety during a pandemic. The University is following all CDC, State, Federal, and local guidelines to protect the health and safety of its community, but risks to health and safety remain that cannot be anticipated or controlled. Therefore, returning to campus, staff, faculty, students and visitors may be at risk for contracting Coronavirus or other illnesses and are expected to abide by all of the health and safety protocols put in place to mitigate the spread of COVID-19 and other illnesses

*The terms of the ACP Parent Handbook and Addendum are incorporated by reference and made part of this Agreement. The terms of this Agreement are subject to the Preschool’s rules and regulations which are set forth in the Parent Handbook and Addendum, as such rules and regulations therein constitute agreement of the parties.*

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Policies Acknowledgement**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please initial that you have read and understand the policies concerning the following:*

\_\_\_\_\_ Admission policies; age eligibility

\_\_\_\_\_ Release of Information Waiver (as needed)

\_\_\_\_\_ Nap time for all students enrolled in the preschool program (bedding, nap toys, etc.)

\_\_\_\_\_ Toilet training policy (All children must be toilet-trained at an independent level.)

\_\_\_\_\_ Required enrollment forms, including Health Inventory & Immunization Certificate

\_\_\_\_\_ Hours of operation; parking; late pick-up penalties and fees

\_\_\_\_\_ Holidays and other celebrations

\_\_\_\_\_ Tuition payment and late payment fees; tuition receipts

\_\_\_\_\_ Late pick up penalties and fees

\_\_\_\_\_ Snow and emergency closings

\_\_\_\_\_ Behavior, discipline, and bullying policies; withdrawal and termination

\_\_\_\_\_ Health and safety policies; up-to-date notification of school RE: chronic health conditions, allergies, asthma, etc.; illness (See *Addendum for COVID-19*)

\_\_\_\_\_ Sign-in and sign-out books; required emergency form; individuals to pick up child; changes in custody

\_\_\_\_\_ Terms of care, i.e., clothing, snacks, lunch

\_\_\_\_\_ Parent conferences and visitations; progress reports

\_\_\_\_\_ Suspected child abuse or neglect procedures

\_\_\_\_\_ Changes to ACP policy and procedures

\_\_\_\_\_ *Parent Handbook Addendum for COVID-19*

Your signature below signifies that you have read the parent handbook and that you understand the policies and procedures adopted by *A Child’s Place* as indicated in the Parent Handbook and agree to comply with them. *A Child’s Place* reserves the right to make updates and revisions, as necessary.

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**