

Glen Mar Early Learning Center
4701 New Cut Road, Ellicott City, MD 21043 410-461-2859(tel); 410-461-3070 (fax)
Fall 2017-2018 Full Day Registration Form and Financial Agreement
12 Month Program

Child's Name: _____ DOB: _____ Sex: M or F

Age of child as of September 1, 2017 _____ Primary language spoken: _____

Phone Number: _____ Address: _____

Primary E-mail: _____

Mother/Guardian

Name: _____ Address (if different than child) _____

Home Phone Number: _____ Cell Phone Number: _____

Employer: _____ Occupation: _____

Father/Guardian

Name: _____ Address (if different than child) _____

Home Phone Number: _____ Cell Phone Number: _____

Employer: _____ Occupation: _____

NON REFUNDABLE REGISTRATION FEE OF: \$175 FOR NEW STUDENTS

NO REGISTRATION FEE FOR RETURNING CONTINUOUS STUDENTS

This is a 12-month continuous enrollment program. Students who withdraw from the program for any period of time, and fail to pay tuition, cannot be guaranteed a spot upon their return. Timely annual registration is required.

Your child MUST be the age of the program you are registering for by September 1st

Circle Your Program Choice

Infants-	6 weeks – 15 months	Mon-Fri	\$1510/month
Toddlers:	15 – 24 months	Mon-Fri	\$1510/month
2 yr olds	(Must be 2 by 9/1/17)	Mon-Fri	\$1190/month
3 yr olds	(Must be 3 by 9/1/17)	Mon-Fri	\$1005/month
4 yr olds	(Must be 4 by 9/1/17)	Mon-Fri	\$1005/month

Reminder: Please be sure to fill this form out COMPLETELY. Also, all of the health and center-provided forms MUST be fully completed before your child can start.

Glen Mar Early Learning Center Full Day Tuition Agreement 2017-2018

Registration Fee

I agree to pay the non-refundable \$175 registration fee for new student, No registration fee for returning continuous students.

Tuition Information & Late Fees

New Students

All new students are asked to pay 1 month of tuition in advance starting July 1, 2017. Your tuition is due the first of each month starting in July. There will be a late fee of 10% added to your balance if payments are not received by the 10th of the month. Any account with an unpaid balance by the 10th of the month will receive a written notice. Your child may be unable to attend beyond the end of the month. Your balance must be paid in full and maintained in order to ensure your continuation in our full day program. All balances must be current in order to re-enroll for the following year.

Continuous Students

Your tuition is due the first of each month. There will be a late fee of 10% added to your balance, if payments are not received by the 10th of the month. Any account with an unpaid balance by the 10th of the month will receive a written notice. Your child may not be unable to attend beyond the end of the month. Your balance must be paid in full and maintained in order to ensure your continuation in our full day program and to re-enroll for the following year. All balances must be current in order to re-enroll for the following year.

Tuition Discount

Families with more than one child enrolled in our Full day Program are entitled to a 10% discount on the lesser tuition fee.

Insufficient Funds

I agree to pay a \$30.00 fee for any returned check and I agree to redeem any returned check(s) with cash.

Tuition

The center reserves a space for each child and continues to pay operating expenses. There is no deduction in tuition for absences due to illness, vacations, or holidays. Please notify the administrative office if your child will be absent or running late coming to the center. The center will be **closed** for the following holidays: Labor Day, Thanksgiving and the day after, Christmas and New Years -Winter Break, MLK day, President’s Day, Easter Monday, Memorial Day, and Fourth of July. In addition we will be **closing early** for a large event at Glen Mar Church: Friday December 1, 2017, 4:30pm

Professional Development Days: Five in service days in mid-August 2017, November 22, 2017 center closes at 12:00pm and March 30, 2018 Center Closed

Overtime Charges

Parents must pick up their children at the end of their program or other designated time, if applicable. If a parent is late, a fee will be charged based on the following scale: **up to fifteen minutes=\$15, fifteen to thirty minutes=\$30, thirty to forty five minutes=\$45, forty five minutes to 1 hour=\$60.** The late fee must be paid in the administration office on the same day it is incurred. Please remember that the center closes at 6:00pm. All children must be picked up and families must exit the facility by that time.

Withdrawal

There is a one month written notice required prior to withdraw from the Center. Amounts already paid will not be refunded.

Discipline Policy:

Our goal is to guide our children towards appropriate school behavior by using guidance, modeling, redirection, and positive verbal praise. Through our positive discipline method, we present clear and consistent expectations from day one. When needed, we work with the child and their parents to develop a behavior management style that fits them best. Please see our parent handbook for more specific information regarding Glen Mar ELC’s discipline policy.

Security Cameras:

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our facility, Glen Mar Early Learning Center is equipped with 24-hour video surveillance system. Security cameras are installed in all classrooms, hallways, outdoor play area, and parking lot and may conduct video surveillance of any portion of its premises at any time. The only exception being private areas of restrooms, showers, and dressing rooms. Video/security cameras will be positioned in appropriate places within and around our facility and used in order to help promote the safety and security of all families, staff and property. We, here at Glen Mar ELC pledge to keep all information about your child (ren) and family confidential. This means we will not release any information unless we are required to under state law. State law mandates that we release certain information when requested by child care licensing, law enforcement agencies, and child protection agencies or government.

Parent Signature (Required)

Date

Administrative Signature (Required)

Date

Office Use Only: Check# _____

Date: _____ \$ _____

Initial _____

Updated 12/28/2016

Headmaster

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