

Glen Mar Early Learning Center

4701 New Cut Road, Ellicott City, MD 21043 410-461-2859(tel); 410-461-3070(fax)

Fall 2017-2018 Half Day Registration Form and Financial Agreement

10 Month Program: Sept 5, 2017 – June 15, 2018

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
\$80 FOR RETURNING STUDENTS Checks made payable to: Glen Mar ELC**

Before and Aftercare is available upon request for an additional fee of \$7.00 an hour.

Lunch bunch is also offered for our 3 & 4 yr old students for \$6/day, 2 days a week, \$50/month,
3 days a week, \$65/month, 5 days a week, \$115/month

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

Circle Your Program Choice

2 yr olds (must be 2 by 9/1/17)	3 yr olds (must be 3 by 9/1/17)
9:15 AM – 11:45 AM MWF \$365/month	9:15 AM – 11:45 AM MWF \$335/month
9:15 AM – 11:45 AM Tu/Th \$255/month	9:15 AM – 11:45 AM Tu/Th \$230/month
9:15 AM -11:45 AM Mon-Fri \$610/month	9:15 AM – 11:45 AM Mon-Fri \$520/month
4 yr olds (must be 4 by 9/1/17)	3 & 4 yr olds (must be 3 by 9/1/17)
9:15 AM – 3:15 PM MWF \$615/Month	12:45 PM-3:15PM MWF \$335/month
9:15 AM – 3:15 PM Tu/Th \$415/Month	12:45 PM-3:15PM Tu/Th \$230/month
9:15 AM – 3:15 PM Mon-Fri \$925/Month	12:45 PM-3:15PM Mon-Fri \$520/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 Half Day Tuition Agreement 2017-2018

The 2017-2018 half day/10 month programs will run from September 5, 2017 to June 15, 2018.

Registration Fee –

I agree to pay the non-refundable \$175 registration fee for new students or \$80 for returning students upon enrollment into the program.

Tuition Information & Late Fees

Your tuition is due the first of each month starting in July 2017. Your last tuition payment will be due on April 1, 2018. If payment is not received by the 10th of the month, the ELC will issue a written notice and add a late fee of 10% to the unpaid balance. Your child may not be able to attend the ELC beyond the end of the month. Moreover, all accounts must be current to ensure your child's continuation in the half day program and to re-enroll for the following year.

Insufficient Funds -

I agree to pay a \$30.00 fee for any check returned 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/professional development days: for Thanksgiving and the day after, Christmas and New Years -Winter Break, MLK Jr. Day, and President's Day, Easter Monday, Memorial Day. **Closing early** for Glen Mar Church Large event: Friday December 1, 2017, 4:30pm.

Professional Development Days: 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, and forty five minutes to an hour=\$60.** Please remember, the times for pickup are 11:45 am for the morning and 3:15 pm for the afternoon. The late fee must be paid in the administration office on the same day it is incurred.

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
 ACS