

## Glen Mar Early Learning Center

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

### Fall 2018-2019 Half Day Registration Form and Financial Agreement

10 Month Program: Sept 4, 2018 – June 14, 2019

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 \$8.00 an hour.

Lunch bunch is also offered for our 3 & 4 yr old students for \$5/day, 2 days a week, \$40/month,  
3 days a week, \$60/month, 5 days a week, \$100/month

**Your child MUST be the age of the program you are registering for by September 1<sup>st</sup>**

### Circle Your Program Choice

2 yr olds (must be 2 by 9/1/18)	3 yr olds (must be 3 by 9/1/18)
9:15 AM – 11:45 AM    MWF      \$380/month	9:15 AM – 11:45 AM      MWF      \$350/month
9:15 AM – 11:45 AM    Tu/Th     \$265/month	9:15 AM – 11:45 AM      Tu/Th     \$240/month
9:15 AM -11:45 AM    Mon-Fri    \$615/month	9:15 AM – 11:45 AM      Mon-Fri    \$545/month
4 yr olds (must be 4 by 9/1/18)	3 & 4 yr olds (must be 3 by 9/1/18)
9:15 AM – 3:15 PM    MWF      \$645/Month	12:45 PM-3:15PM      MWF      \$350/month
9:15 AM – 3:15 PM    Tu/Th     \$435/Month	12:45 PM-3:15PM      Tu/Th     \$240/month
9:15 AM – 3:15 PM    Mon-Fri    \$975/Month	12:45 PM-3:15PM      Mon-Fri    \$545/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 2018-2019

The 2018-2019 half day/10 month programs will run from Tuesday September 4, 2018 to Friday June 14, 2019

Parent Initials

## 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, Insufficient Funds

Your tuition is due the first of each month starting in July 2018. Your last tuition payment will be due on April 1, 2019.

### Late Fee

If payment is not received by the 10<sup>th</sup> 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 returned check and I agree to redeem any returned check(s) with cash.

---

## Absences/Vacations

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.

---

## Holidays, Early Closures and Professional Development Days

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 and Memorial Day

### Early Closures

Friday November 31, 2018 at 3:30 pm and Friday December 22, 2018 at 12:00 pm.

### Professional Development Days:

Friday, April 19, 2019

---

## 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.

---

## Model release:

Glen Mar Early Learning Center \_\_\_\_\_MAY\_\_\_\_\_MAY NOT use photographs, videos, and/or sound recordings of my child. Such use may include advertising and publicity purposes.

---

## Daily Sign in/Release of child:

I agree to sign my child in and out on a daily basis. A parent **MUST** escort their child to and from their designed classrooms. I understand that my child will only be released to those persons on the emergency form. I understand that I must notify the administration office, if I would like my child picked up by someone other than who is on the emergency form. Identification will be checked prior to releasing your child from the classroom.

---

**Personal Items**

All personal items that will be left at the ELC are to be labeled. This will also include the clothing that your child wears to the center including jackets, hats, and gloves.

Toys, coins, gum, candy, should be left at home. However, a soft toy for rest time and for reassurance is welcomed. Soft toys must also be labeled.

\_\_\_\_\_

**Inclement Weather Policy**

The director’s office is responsible for monitoring the weather via computer and will provide updates to classrooms as needed. When directed in response to any type of imminent danger from the outside (thunderstorm, hurricane, tornado earthquake, for example) teachers will follow the inside shelter in place deemed by the director. The ELC **DOES NOT** follow the Howard County Public School System when it comes in closures and delays. If we need to close for the day or delay opening, a decision will be made by 6am. If we need to close early for the day a decision will be made by 12 noon with a 3:00 pm closure. Tune into WJZ channel 13 for delays and closures as well as our website at [www.glenmarelc.org](http://www.glenmarelc.org). Parents will also be notified by e-mail and the remind app.

\_\_\_\_\_

**Good Health/Illness**

Children need to be in good health to get the most out of their educational experiences. If my child gets sick during the day, I understand that I will be notified and will need to pick my child up as soon as possible. If my child is exposed to or contracts a contagious disease, I agree to notify the director. I understand that I will be notified of communicable disease in accordance with the Health Department regulations. If your child has any of the following symptoms, it would be in the best interest of your child to stay home: A fever of 100 degrees without use of medication, undiagnosed rash, pink eye, thick yellow green discharge from the eyes, ears, or nose, Lice/Nits, any condition that would prevent your child from participating in daily activities including going outside, diarrhea and or vomiting.

\_\_\_\_\_

**Confidentially**

Glen Mar ELC respects the right of each family to privacy and confidentially regarding all health, behavioral, developmental records and information concerning their child. If your child is involved in an altercation, Glen Mar ELC will not reveal your child’s identity to the parents of the other child unless we are required to by law.

\_\_\_\_\_

Glen Mar ELC is an outreach of Glen Mar Church. Our mission is to provide children who attend our center (infants to 5 years, regardless of race, color, national, ethnic or religious origins) with a high-quality, licensed, affordable, and loving early preparatory experience that will help establish a firm foundation for them to thrive educationally, socially, and emotionally. We offer the children the option to attend chapel once a month where the children will have the opportunity to enjoy singing songs and learning age-appropriate stories about God. Simple prayers and or songs are done daily during snack and lunch times. As we encourage a “Loving to Learn” and “Learning to Love” in these children, we serve the community and the future.

\_\_\_\_\_  
Parent Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Signature (Required)

\_\_\_\_\_  
Date

Office Use Only: Check# \_\_\_\_\_

Date: \_\_\_\_\_

\$ \_\_\_\_\_

Initial \_\_\_\_\_

Updated 12/27/2017

ACS