



The Family Academy of Potomac

10020 Chapel Road, Potomac, MD 20854

Email: familyacademyofbethesda@gmail.com

Phone number: (301) 656-5437

ENROLLMENT AGREEMENT

I, _____ agree to enroll my child _____, at The Family Academy of Potomac, referred to as TFAP or "the center" in this agreement, under the terms and conditions listed below :

- 1. Program and hours of care:** Care begins on _____, according to the following schedule:
Days to attend: Mon Tue Wed Thu Fri All from **7:30 am to 6:30 pm**.
- 2. Non-Refundable Registration Fee:** A registration fee of **\$100.00** is payable at the signing of the enrollment agreement by TFAB.
- 3. Enrollment Deposit:** An enrollment deposit of _____ is payable at the signing of this enrollment form. This deposit will serve as security for the performance of obligations under this Agreement, including non-payment of tuition, late fees, damage and any other charges. If TFAP does not receive proper written notice or withdrawal pursuant to paragraph 16, or tuition is in arrears, or if the child fails to begin enrollment at TFAP, the enrollment deposit will be forfeited in full.
- 4. Tuition:** Tuition will be _____ **per month**. Tuition is due by 12:00 noon on the first day of the month. In order to hold the child's place at TFAP, parents must pay tuition regardless of child's absence for any reason, including holidays, illness or vacation. Tuition rates are subject to change and a new rate schedule will be in effect after notice of at least one calendar month prior to the change. No refunds, adjustments or deductions of any kind will be made from fees or tuition due to absence, dismissal or withdrawal of the child.
- 5. Payments:** Tuition is to be made by personal check, certified check or money order. If personal check is returned, payment must be made within 24 hours of notice by TFAP and a \$50.00 fee will be charged for the returned check. If personal check is returned more than once, TFAP has the right to request future payments by certified check or money order. If payment is received after 5th of the month, TFAP will assess a charge of \$5 per day. If TFAP has not received the payment after the 5th of the month, TFAP reserves the right to terminate enrollment of the child. TFAP will take legal action to collect unpaid fees. The parent (s), guardian, or legal custodian will be responsible for the cost of all legal and other related fees.
- 6. Late Pick-Up Fees:** A late pick-up fee of \$1.00 per minute per child will be charged after closing (6:30 pm). This fee is subject to change. The late fee is payable at the time of pick-up to the Staff Member who is required to stay late.
- 7. Enrichment Program:** The child may have the opportunity to participate in a special program (Karate, Spanish, etc.) for an additional fee due before the day of the event. A signed permission slip will be required for the child to participate.
- 8. Holidays, Vacations, Absences:** Tuition is due for children enrolled in the program regardless of center holidays, family vacation times, sick days or children's absences. Payments are due on time and in accordance with paragraph 4.
- 9. Center Schedule:** The center is closed on federal and state holidays, the day after Thanksgiving, and any other days listed on the center's calendar. Such other days may include center refurbishing, staff training, and paid staff holidays.
- 10. Inclement Weather Policy:** TFAP follows the closing of the **Montgomery County Administrative Offices on Snow Policy**. If the Administrative Offices are closed, TFAP is closed. If Montgomery County Administrative Offices open late, TFAP would make every effort to open on time. If the center is closed due to snow or inclement weather, tuition is still due and payable for that day. In the event of an early closing due to inclement weather, the child should be picked up as soon as possible. Late fees will be assessed for pick-ups more than one hour after closing notification.
- 11. Loss or Damage of Personal Items:** TFAP will not be responsible for the loss or damage of personal articles, toys, books etc. brought to TFAP.
- 12. Release of Child:** TFAP will not release a child to anyone whose name is not listed on the emergency form. TFAP should be notified in writing by the parent, guardian, or custodian if an emergency change must be made. Identification at pick-up will be required. Parents, guardians or legal custodians should agree to keep all emergency information up to date at the center.



The Family Academy of Potomac

10020 Chapel Road, Potomac, MD 20854

Email: familyacademyofbethesda@gmail.com

Phone number: (301) 656-5437

13. **Medical/Sickness Policies:**

- a. Prior to enrollment, parent/guardian must give the Center current medical and immunization records of his/her child. These records must be updated annually.
- b. If parents are notified that his child is ill, parents must pick up his/her child immediately. For the health and well-being of other children in the center, the child needs to remain home for 24 hours without symptoms before returning to the Center.

Children who have the following symptoms will be removed from TFAP as soon as possible if notified by the center : any child looks or acts different than usual, fever (temperature of 100.4°F or above), diarrhea, pink eye (Conjunctivitis), thick mucus or pus draining from the eye or nose, undiagnosed skin rashes, head lice, vomiting (2 or more episodes), excessive cough/difficult or rapid breathing, sore throat or difficult swallowing when fever or swollen glands in neck is present, and/or other signs and symptoms of illness and communicable disease.

- c. If the child is absent or excluded because of a reportable communicable disease, the child may return to the center only upon securing a physician's clearance indicating that he or she is no longer contagious.

14. Immunization Records: Immunization records will be kept up to date in accordance with state licensing rules. Failure to submit children's records at the time of enrollment or whose records are not appropriately updated are subject to termination of enrollment.

15. Conditions for Termination: the following conditions apply for termination of enrollment:

- A judgment by the Director that the child's behavior threatens the physical well-being of his/her peers or staff.
- Failure to pay tuition in accordance with this agreement.
- A judgment by the Director that the program does not meet the appropriate developmental or special needs of the child.
- Failure to provide items for the daily care of a child, including diapers, wipes lunches, bedding, and appropriate clothing.
- Failure to abide by this agreement.

If enrollment is terminated, the enrollment deposit is forfeited in full. The Director may use discretion as to whether all or part of this deposit may be used toward the last two weeks of tuition and fees.

16. Proper Termination: One (1) month's written notice is required for proper withdrawal of a child. The child's enrollment fee will be credited towards the last two weeks of enrollment and any other outstanding fees, class fees, late fees, etc.

Should the enrollment deposit be insufficient to cover accrued costs, payment must be made according to the Tuition schedule for any deficient amount on or before the child's last day.

Signature of Director _____

Signature of Parent/Guardian _____

Date Signed: _____

Date Signed : _____