



ACADEMY CHILD DEVELOPMENT CENTER, INC

12612 Galway Drive
Silver Spring, MD 20904
301.586.0080

www.academychild.com
Hours: 6:30 A.M. – 6:30 P.M.

GALWAY ENROLLMENT AGREEMENT 2011-2012 School Year
MSDE APPROVED EDUCATIONAL PROGRAMS and Child Care

Please read this agreement carefully. If you have questions about any provision, feel free to call the Center Director. This agreement, its attachments, and the parent handbook establish your legal rights and responsibilities and those of the Center.

Student: _____ D.O.B.: _____

Street: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Mother/Guardian: _____ Email: _____

Employer: _____ Work Phone: _____

Father/Guardian: _____ Email: _____

Employer: _____ Work Phone: _____

PROGRAM AND HOURS

As parent or guardian I understand that the child care programs operate according to the Academy calendar and that part-day preschool programs follow the MCPS PreKindergarten and Kindergarten calendar. “Before and After” extended school-age program includes “child care only” dates on our calendar and whenever Academy is open. “Before and After only” program is not available when MCPS is not in session. “Before School Only” operates on days when MCPS is open and includes MCPS delayed openings. “After School Only” operates on days when MCPS is open and includes MCPS early release. Contact the center Director as early as possible to reserve “Drop-In spaces. Prior to “Drop-In” all paperwork must be on file with Academy and fees paid. If a change of program (hours, days, class) is necessary, a new application must be submitted to the Center Director at least one (1) month in advance. A reduction in program requires a new \$25 application and \$75 enrollment fee. Changes in program will be considered only when space becomes available.

APPLICATION FEE, ENROLLMENT FEE, MATERIALS FEE, ACTIVITIES FEE, SECURITY DEPOSIT

An annual, non-refundable application fee of \$25, an enrollment fee of \$75 (per family) and an activity fee of \$50, with a security deposit of \$250 are due with the signing of this agreement. Please refer to Parent Handbook and Tuition Schedule for further details.

SECURITY DEPOSIT REFUNDS

Your child must have attended the NEW program (as designated by the latest application) at least one (1) month and you must give the director a one (1) month written notice of withdrawal to be eligible for a security deposit refund.

TUITION PAYMENTS

On or before the first school day of each month, you will pay the Center the monthly tuition for care to be provided during the coming month. If tuition has not been paid by the sixth (6th) of the month, a \$10 PER WEEK late fee will be charged. If you enroll your child in the middle of the month, you will pay a pro-rated tuition. Alternative payment plan requests must be submitted to the Director with application.

METHODS OF PAYMENT Tuition may be paid by check, money order or by enrollment in the FACTS Tuition Management Program. (FACTS Program information is available from the business office.) NO CASH WILL BE ACCEPTED. If a check is returned for ANY reason, you will owe the Center a returned check fee of \$25 in addition to other amounts due. Tuition payments can only be paid by money order, certified check or FACTS thereafter. The Center will not be responsible for checks lost, stolen, or mislaid before delivery to the Center Director. Parents may make tuition payments in person to the Center’s Director or by mailing payments to the center office. Reminder-- \$10 late fee per week will be charged for late payments.



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SUSPENSION AND TERMINATION FOR NON PAYMENTS

If the Center has not received any tuition payment by the sixth (6th) day after payment is due, the Center will not admit your child to the Center until payment is made. If the Center has not received the monthly payment by the thirteenth (13th) day after payment is due, your child's enrollment will be terminated and his/her space will be offered to another child. Any tuition or deposits will not be refunded and unpaid balances will be due.

LATE PICK UP FEE

If your child is picked up after the scheduled dismissal time, you will owe a \$1 per minute late fee. The fee is due the following business day. End of the day late fees will be distributed directly to closing staff. Additional fees are charged for chronic lateness with possible termination of placement. (See Parent Handbook for details)

ADDITIONAL PERTINENT INFORMATION

- It is understood that enrollment is on a trial basis. If the Center is unable to meet your family's needs, you will be asked to withdraw your child from the Center. The Center reserves the right to terminate services to your child if deemed necessary.
- It is understood that requests for reasonable and appropriate accommodations will be made in writing prior to your child entering the program. Academy will make reasonable and appropriate efforts to accommodate your child's special needs in a group setting (See admissions policy in Parent Handbook).
- It is understood that your child will be signed in and out each day by a responsible adult. If someone other than a parent is picking up your child, you will notify the Center in writing. Academy will not dismiss your child to any unauthorized person. For the safety and protection of your child, **anyone picking up must be prepared to show valid photo identification.**
- It is understood that you will notify the Center if your child will be absent, late or picked up early. Academy will not be responsible for your child's arrival at or departure from the elementary school program when someone other than Academy escorts your child.
- It is understood that all medications, prescription or over-the-counter drugs must have an OCC Medication Order Form completed by the parent and physician. Medication must be in the original pharmacy container. (See Parent Handbook for details).
- It is understood that you give permission for your child to take walks, leaving the school ground, under supervision of the teacher.
- It is understood that you give permission for your child to attend field trips at a nominal fee. The Center will notify parents of planned trips.
- It is understood that Academy is not financially responsible for the replacement or repair of any personal belongings that become lost, broken, or stolen (i.e. jewelry, eye glasses, medication, toys, clothing, bedding, etc.).
- It is understood that your child may participate in publicity or educational research activities at the Center and that photographs may appear on our web site and in publications. (i.e. student teachers' lessons may be filmed to be shown to professors.)
- It is understood that your child is covered under your health and dental insurance in relation to injuries that may occur in normal course of play. If a medical problem occurs while my child is at Academy or participating in an Academy activity, every effort to contact the legal guardian will be made first. If, the legal guardian cannot be contacted and medical care must be rendered in a timely manner, I authorize the staff of Academy to consent on my behalf, to obtain medical treatment at the nearest hospital. I also agree to assume liability for any medical expenses incurred. This will be in effect as long as my child remains at the center.
- It is understood that before my child may enter the Center, all forms will be completed and on file at the Center.
- It is understood that you give Academy C.D.C. permission to contact your child's health care provider for copies of Immunization Records.
- I have received, read and understand Academy's Parent Handbook and the OCC parent pamphlet and agree to abide by the policies and their intent. If I have any questions, I will call the Center Director for clarification.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____