



The Journey of Faith
Center for Child Development

Enrollment and Tuition Guidelines

_____ (Child's Name)

This agreement defines your legal rights and responsibilities, those of The Journey of Faith Center for Child Development, Inc. and the terms and conditions of your child's enrollment.

TERMS AND CONDITIONS:

Administration/Tuition Fees: There is an annual non-refundable administration fee of \$130.00 for a single child or \$180.00 for 2 or more children is due on the day the enrollment agreement is signed. This fee covers the child's registration, curriculum, materials and supplies for the year. This fee is to be paid yearly. A tuition payment for the first week is due on or before your child's first day of attendance. Tuition is to be paid weekly and is due prior to the week of care in advance. Tuition is due on Monday and is late after Tuesday. Payments are to be made by credit card, debit card, money order, or check made payable to Journey of Faith Center for Child Development or JOFCCD. If payment is not made by the close of business on Tuesday, a \$50 late fee will be charged to your account and the Enrollment Agreement may be voided by the Center and your child could be refused further enrollment. If there is a problem with your billing or prompt payment, please notify the Center's Director or Treasurer to explain the problem and suitable payment arrangements can be made.

Arrival Cut Off Time: JOFCCD has a cut off time, in order to prepare our children to begin school and continue in striving for success in their educational progress. All children will have to be at the center by 9:30am. Only those students with written notices from a physician or emergency appointments will be allowed admission to class after 9:30am. Any student, who does not arrive by 9:30am, may not be admitted to class. We want to make sure that our children are receiving the best care and keeping them on a schedule will prepare them for success.

Late Pick-Up Charge: A late fee of \$2.00 every one (1) minute, per child will be charged to any parent who picks up their child (ren) after 6:30p.m. This late pick-up fee is due no later than the next business day made payable to JOFCCD. If this is not paid on the next business day, it will be added to your tuition bill. Parents/Guardians must call before 6:00p.m. to inform the center they will be late. After three times of not contacting the center before 6:00p.m., it will be grounds of termination of your childcare. We are committed to the care of your children, but staff members have family responsibilities as well.

Field Trips: The Center's regular program includes field trips and other off-ground activities. Transportation is by the Center's buses or commercial school buses. We cannot transport any child in a personal vehicle for any reason. A permission slip will be sent home to parents prior to each trip and they must be signed and returned within the specified time and any required fees paid before your child will be allowed to participate. Although we encourage participation in all field trips, there will be provisions for childcare at the Center on the day of a field trip if for some reason your child is unable to attend. We always encourage parental participation in all of our field trips. Parents will be responsible for any costs involved in field trips, i.e. admission fees, transportation costs, etc.

Summer Camp: During the summer months JOFCCD will offer a summer program for ages one to twelve years of age. JOFCCD require parents to pay an activity fee to cover the cost of trips and onsite activities. These fees can be paid starting in February of each year so that it won't be a financial hardship on families with multiple children. The final payment is due the first week of summer camp. Families that register after camp has begun will pay a prorated camp fee.

Discounts: JOFCCD offers the following discounts to our families: Multi-child discount on the lowest paying child, Military, Retired Military and Journey of Faith church members receive a discount of 10%. Families that are with us for a year will receive one free week of vacation. In order to use this discount the child cannot be at the center that entire week and we must receive a two week advance notice.

Absences: A full weekly tuition fee will be charged for your child, even if he/she is absent due to illness, vacation or other causes during the month. Please notify the Center by 9:00 a.m. if your child is sick and will be absent for the day. The Center should be notified at least two weeks in advance if your child will be absent due to vacation.

Withdrawal from the Center: The Center must receive a written letter of withdrawal which gives us a two week advance notification indicating your child's last day with the center. There will be no refunds. Any unpaid charges due to the Center (for late pick-up, field trips, etc.) must be paid on the Monday prior to the last day of your child's attendance.

Termination by the Center: The center may terminate your child's enrollment effective immediately, if any of the following conditions arise:

1. In the judgment of the Center Director, the child's behavior threatens the physical or mental health of themselves, other children or adults in the center.
2. Weekly tuition and any other outstanding fees are not paid within five business (5) days after payment is due and no explanation has been made to the Center.

The Center may terminate your child's enrollment upon two weeks written notice to you if any of the following conditions arise:

1. For any of the conditions listed above, assuming the Center has not exercised its right to terminate enrollment immediately
2. In the judgment of the Center Director, the Center's program does not meet the developmental or special needs of your child
3. You fail to provide necessary items such as documents, diapers, etc.
4. You fail to abide by any other terms of the Enrollment Agreement.

If enrollment is terminated upon two weeks written notice, you will receive a refund of any prepaid tuition fees, prorated for the remaining days in the month, less any outstanding fees.

Health Requirements: Upon enrollment, you will be provided with emergency and health forms. These forms must be completed and returned prior to your child's first day of attendance. A copy of your child's immunizations and a full physical are required before being admitted to care. If your child is under 6 years old, your child's physician must complete an appropriate lead screening. This is included in the Health Inventory packet provided by JOFCCD. The lead screening is mandatory in the state of Maryland.

Operational Policy

Days of operation and closing information: JOFCCD operational hours are 6:00 a.m. to 6:30 p.m. Staff will come in earlier to prepare the building to receive children; however JOFCCD cannot receive children any earlier due to insurance purposes.

Emergency Closing and Inclement Weather: JOFCCD will notify parents by text message, email and www.schoolsout.com in case there is a need to close the child care center. JOFCCD will also change the phone recorded message indicating our closing status by 5:30 a.m.

Personal Items

Appropriate dress for school/Personal items: Parent's please keep in mind that your child is in pre-school and will be painting, gluing, coloring, cutting and playing outside. Please dress your child(ren) in play appropriate clothing and shoes. Please make sure that all personal items are labeled with your child's name. Although we will try hard not to misplace items but on occasions this may happen and there is a better chance for items to be returned.

Your child must have at least one set of extra clothes. Please see that all of your child's extra clothes are labeled. JOFCCD is not responsible for damaged clothing. If your child is not toilet-trained, you are responsible for supplying diapers and wipes.

Lost and found: If for some reason your child has lost an item there will be a bin near the front office. Please notify the office soon as possible so that we can assist locating your items.

Valuable Personal items: JOFCCD will not be responsible for any clothing, electronic items, money or items of sentimental value. Please do not allow your child to bring these items to the child care center.

JOFCCD reserves the right to make changes to this agreement at any time. We will provide you with an updated copy should JOFCCD decide to make changes to this agreement. This agreement is not all inclusive and JOFCCD reserves the right to handle situations regarding the relationship between JOFCCD and its customers as they arise, and make changes to JOFCCD policy as needed.

I have read the enrollment contract and agree to abide by the terms and conditions of enrolling my child at JOFCCD.

Printed Name of Parent/Guardian

Child's name

Signature of Parent/Guardian Date