



EARLY LEARNING CENTER

12108 Charles Street
LaPlata, MD 20646

301-932-2633 Phone 301-934-0009 Fax

CLIENT AGREEMENT

ENROLLMENT FOR: _____ D.O.B. _____

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WELCOME TO JELLYBEANS EARLY LEARNING CENTER!!!!

Our mission is to provide every child with a high-quality early childhood experience in a safe, nurturing and developmentally appropriate environment. Our staff views education as a partnership between parents and teachers. We strive to maintain a good rapport with all families based on open communications and mutual respect. We believe in empowering children by offering them experiences to learn at their own pace through decision making and problem solving. By providing an engaging curriculum, it is our aspiration that each child will develop a positive outlook towards school, a live long love for learning, and a better understanding and appreciation for the world around them.

I agree to pay in advance each week, tuition of \$ _____ with no deductions for absences, holidays, vacations, inclement weather closings or emergency closings. Adjusted center operating hours during such events are not subject to tuition reductions. If an emergency closure lasts for longer than 2 weeks, a discount may be applied. Note: Center illness exposure closures are included under "emergency closures".

Care will be provided: (days and times) _____ with a start date of _____

1. The center is open 6:30am-5:30pm
2. The center is closed on all government closings and is closed for: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after, New Year's Eve. Full tuition will be charged for these weeks. The center will close at 12pm the day before Thanksgiving.
3. The center must be notified in the case of absence or illness. If your child becomes ill at the Center, you will be notified and expected to pick up your child as soon as possible. Your child must be picked up within an hour of the phone call home, to avoid a late fee of \$2/minute. This is put into place to prevent the spread of illness to other children. Your child must be free from diarrhea, vomiting and fever for 24 hours before they can be admitted back into the Center. Children will not be re-admitted to the Center after a serious illness without a written statement from a physician.
4. Medication should be administered at home when possible. Medication (prescription or other), JellyBeans follows current Maryland state licensing medication administration regulations. The "Medication Administration Authorization Form (OCC Form 1216)" must be filled out by your doctor and accompany the medication. Forms are available at the Center. Please inform Jellybeans if your child is taking any medications at home as it may affect your child's needs or behavior during hours of care.
5. Each child needs to have a labeled change of clothes at the Center. The Center is not responsible for lost/soiled clothes. For your child's comfort and safety, please dress them in play clothes and sneakers or rubber sole shoes. We encourage active play in our program, and children shouldn't worry about their clothing.
6. Outdoor play is an important part of our program goal to promote physical fitness and enhance cognitive development in children, Maryland law requires daily outdoor play even in winter. Parents should dress their child comfortably according to the weather. This means warm coat, hat, mittens, scarves, and when necessary, boots.
7. We realize children like to bring things from home, but sometimes these items get lost or broken causing unnecessary stressful situations for the children. The Center cannot assume any responsibility for lost or damaged items. Please refrain from allowing your child to bring in things from home.
8. Parents are expected to bring their child into the building and see that their child is under supervision before leaving the premises and to enter the building when returning for their child. When you enter the Center to pick up your child, you assume responsibility for your child at this time. Please do not allow them to run about or exit the Center without you. Your child MUST be signed in and out of the Center daily.
9. Nutritional snacks are served in the morning and afternoon. Please send breakfast and lunch in with your child; unless they are enrolled in the food program. Milk will be provided by the Center. Program meals and snacks are balanced and nutritious, with servings of whole grains, fresh fruits and vegetables, limited sugar, fat and salt.
10. Preschoolers will have an afternoon rest period as required by state law. Parents provide a blanket and small pillow, which will be sent home regularly to be laundered.
11. JellyBeans has established age appropriate guidelines for behavior. Upon enrolling, the children are provided with clear rules and expectations. If any behavior needs addressing, the staff will offer choices and redirection. When the child is ready, our staff takes time for reflection and problem solving to prevent future issues. The purpose of our discipline is to help children learn self-control and to teach them that each person is responsible for their own actions. Our discipline policy has been developed with input from the children and is reviewed periodically.
12. Tuition is due on Monday of each week; or the first day of the week that your child is due to attend. A late fee of \$ 25.00 will be charged to your account if tuition is paid late. There is a \$35.00 charge on returned checks. Cash payment will be required after 2 returned checks.
13. I agree to pay a non-refundable registration fee of \$ 180 at the time of enrollment and a renewal fee of \$ 100 annually . Periodically throughout the year we may require a fee to cover special activities. Information sheets will be sent home with the details as needed.
14. I agree to pay a late pick up fee of \$2 per minute for every minute after closing . Cash should be paid at the time of pick up. Your account will be billed for any unpaid late pick up fees. Legal authorities will be notified if a child is still at the center at 7:00 p.m. Continuous late pick up may result in termination of child care.
15. In case of withdrawal of my child from the Center, I agree to give the Center a 2-week written notice commencing on a Monday. My account must be paid by Monday of the last week of attendance or Jellybeans will not provide child care for the remainder of my last week. If any child is absent from the center for 2 weeks with no call or notice from a parent, they will be terminated. Your account will be billed an additional 2 weeks' tuition to accommodate our required 2-week withdrawal notice. Legal action will be taken if the account is not paid in full. All collections, legal fees, and interest rate compounded (4%) will be added on to the amount you owe.
16. The terms of the contract remain in effect until the child's enrollment is terminated. We guarantee the rate for the 1st year of enrollment after that, current rates apply.
17. Upon enrollment, I agree to give JellyBeans a deposit of 2 weeks tuition. The deposit will be held by until I withdraw my child. If 2-week written termination is given and the account is paid in full at withdrawal, the deposit will be refunded to me within 60 days. Collection procedures will be enacted on any delinquent accounts.
18. In the event of any emergency, the Center has my permission to administer first aid or obtain medical treatment in my child's best interest. The Center does not provide accident or injury insurance for your child. It is your responsibility to have accidental, medical, and dental coverage for your child.
19. Snow closing policy – If the Center is unable to open due to inclement weather, we will leave a message on the answering machine at the Center by 6:00am.
20. JellyBeans accepts children of all talents, interests, and abilities. Our experienced staff adapts activities to include all children recognizing that their individual goals may be different. JellyBeans will make every effort to accommodate children's specific goals and needs within reasonable limits.
21. Screen Time Policy: No screen viewing for children under age 2. Over age 2, less than 30 minutes a week of educational screen time. There will be no viewing during meals.
22. My child is currently receiving early intervention services on an IEP/IFSP plan. Yes ___ No ___
I agree to provide a copy to Jellybeans ELC. Yes ___ No ___ NA ___
23. My child will not be admitted into JellyBeans without all proper forms on file.
24. This agreement is subject to change with a 2-week written notice by either party.
25. I have read this document in its entirety and fully understand my obligations.

Parent/Guardian Signature Date

SS# Driver's License # (Copy of Driver's Lic Req.)

Parent/Guardian Signature Date

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Director's Signature Date