



Future Leaders Enrichment Program
2540 Old Washington Road, Waldorf, MD 20601
301-861-0404
www.futureleaders1.com

Parent/Provider Contract

This is an agreement between the **Future Leaders Enrichment Center**, hereinafter referred to as the "Center" and _____, hereinafter referred to as the "Parent(s)."

Whereas the Parent(s) desire to enroll _____, hereinafter referred to as the "Child," the parties agree as follows:

The Center agrees:

- To permit the child to attend its regular weekly sessions between the hours of ____ a.m. and ____ p.m.
- To provide essential supplies, in-house activities, and materials. This will be determined as in the opinion of the Center.
- To provide breakfast, lunch, and afternoon snacks.

The Parent(s) agree(s):

- To pay tuition and fees as outlined below:
- To submit before the child's first day at the Center, all required enrollment forms, medical and otherwise, update this information as needed and as requested by the Center. The Parent(s) understand that the child cannot remain in care without the proper documentation on file.
- To follow all policies set forth by the Maryland State Department of Education's Office of Child Care, the Center's Parent Handbook, and other policies communicated to the Parent(s).
- To provide all supplies requested by the Center. Supplies include but are not limited to diapers, wipes, change of clothes, blankets, and sheets for crib or cot. The Parent (s) understands that if required items are not provided as needed, the Center reserves the right to purchase the items and requires the Parent (s) to reimburse The Center for the total cost of service/products. If this occurs, the Center will give the family a receipt.

Hours of Operation

The Center is open Monday-Friday from 6:30 am to 6:00 pm. The infant classroom hours of operation are 7 am – 5:30 pm.

The Center will be closed on the following holidays. While no childcare services are provided on these days, tuition is still due (tuition will not be prorated).

- New Year's Eve
- New Year's Day



Future Leaders Enrichment Program

2540 Old Washington Road, Waldorf, MD 20601

301-861-0404

www.futureleaders1.com

- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving,
- Christmas Eve (24th)
- Christmas Day (25th)
- The Day After Christmas (26th)

Note: For the holidays listed above, if a holiday falls on a Saturday, the Center will recognize the holiday on Friday preceding the holiday. If a holiday falls on a Sunday, the Center will recognize the holiday on the Monday following the holiday. The Center will communicate all holidays and breaks in the childcare service.

Financial Obligations.

By signing this agreement, Parents agree to the following financial policies:

- A non-refundable **\$100.00 registration fee** per family is due at the time of enrollment and annually thereafter.
- **Weekly tuition** in the amount of \$_____. Tuition is due each week the child is officially enrolled in the Center, whether or not the child has been in attendance during the week. Tuition is strictly enrollment-based, not attendance-based. We do not offer options for different frequencies of remitting tuition payments. Tuition is collected each Friday for the following week of care. Tuition is not prorated for holiday weeks or teacher-in-service days.
- Parents of preschool students must pay a \$65 **Abeka book fee** at enrollment and annually after that.
- **Late Payment Fees: Late Tuition Payments:** The Center must receive tuition payments by Monday 6pm. If payment is not received by this established time, Parent(s) agree to pay an enforced fifteen dollars (\$15) per-day late fee. If the delinquent account is not cured within three (3) business days, The Center will refuse care. The Center will continue to charge late fees until the account is settled. If the Parent does not make payments to



Future Leaders Enrichment Program

2540 Old Washington Road, Waldorf, MD 20601

301-861-0404

www.futureleaders1.com

clear up any arrears within seven (7) business days, the Center will terminate care and proceed with the collection process. The Center reserves the right to terminate care if repeated infractions of late payments.

- **Return Payment Fees:** Parent(s) must pay a thirty-five dollar (\$35.00) fee for returned checks, any additional costs incurred by The Center, and any imposed late fee if a check is returned due to insufficient funds. The Center reserves the right to refuse payment by check at any time. If payment by checks is refused, the Parent must make payments as scheduled using money order or ACH or electronic method.
- **Late Pickup Policy and Fee:** The Center closes at 6:00 pm. The child must be picked up and the building vacated by 6:00 pm. If the child has not been picked up and the building is not vacated by 6:05 pm, a late fee of one dollar (\$10.00) per minute will be assessed each time the child is picked up after closing. This fee must be paid in cash at the time of pickup or before the child's next regularly scheduled day. This policy will be strictly enforced. Habitual tardiness may result in the termination of services.
- **Collections:** Anyone who terminates childcare services and has an outstanding balance will need to settle the account within ten days. The Center will turn all unpaid bills over to a collection agency (regardless of the amount owed). All accounts turned over to collections will have a \$20 per week late fee plus a \$35 collections fee added to the amount due. The Parent agrees to pay these, and other costs associated with the collections process.
- **Forced Closures:** The Parent is responsible for tuition during any forced closure that are out of the Center's control (e.g., pandemics, weather-related, loss of power, etc.)

CONTRACT TERMINATION

- This contract may be terminated or modified at any time by an agreement in writing between the parties.
- Parent(s) desiring to withdraw a child from the Center must notify the Director in writing a minimum of fourteen (14) calendar days before the expected withdrawal date. The withdrawal date must be on a Friday. The two weeks will be paid in full, regardless of whether the Child is in attendance.
- If at any time, the Center believes that the health or pattern of conduct of the Child or the Parent is such that the continued presence of the child in school may have an adverse effect upon others, or if the Parent should fail to meet any of the terms set forth under Financial Obligations, the Center may terminate this contract by issuing written notice to the Parent(s).
- The Center may terminate this contract at any time for the following reasons (but not limited to)
 - Failure to pay any of the fees mentioned in this contract



Future Leaders Enrichment Program

2540 Old Washington Road, Waldorf, MD 20601

301-861-0404

www.futureleaders1.com

- Routinely late pickups
- Failure to complete the Centers required forms
- Lack of parental cooperation
- Failure of Child to adjust to the Center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations, center policies, and program procedures.

If deemed necessary, the Center may terminate this contract without notice in the case of harm to other children, staff, families, or a dangerous situation in which the child jeopardizes the health and safety of staff, other children, families, or the facility's grounds-intentionally or otherwise.

The Center has a thirty-day 30 trial period, within the first thirty days 30 of care, EITHER party may terminate care without cause.

HEALTH REGULATIONS FOR THE CENTER

- Parent(s) must provide a completed Maryland State Department of Education (MSDE) Health Inventory form before the first day of attendance.
- The Center will have specific authority to determine whether the child's health at any given time is suitable for attendance at the Center. The Center's opinion will prioritize that of the Parent, i.e., if the Center deems a Child too ill to be in attendance or that a Child might infect other children or staff, the Parent(s) must promptly make other arrangements for the child's care.
- The Center will not provide individualized care for children who are too ill to participate in regularly scheduled activities. Even with a doctor's note, if a child is too sick to participate in regularly scheduled activities, the Child must be kept home.
- If a child is sent home due to illness, the child may not return for portions of the day. For example, if the child goes home on Wednesday with a temperature, the Center will not allow the child to return to the Center before Friday.
- It is the Parent's responsibility to ensure that the Center is able to reach them at all times, in case of an emergency. Emergency cards must be kept current and updated annually.
- It is the Parent's responsibility to alert the Center Director and the child's teacher of any allergies and provide substitutions for snacks to which the child is allergic. Also, any allergies must be documented on your Child's Emergency Card/Health forms. If your child has any food allergies, please fill out the Food Allergy Action Plan and submit the original to the Center. Forms are available in the office and online on our website.



Future Leaders Enrichment Program

2540 Old Washington Road, Waldorf, MD 20601

301-861-0404

www.futureleaders1.com

CENTER POLICIES

- **Admittance:** The Center admits children of any race, religion, national origin, or ethnic origin. All students are accorded all rights and privileges with access to all programs. The Center does not discriminate by race, sex, religion, national origin, or ethnic origin in the administration of educational policies or programs.
- **Classes:** The Center shall have the authority to determine which class the child shall be permitted to attend. Each child's classroom placement is structured by the Center Director and is based on classroom dynamics.
- **Special Needs:** The Center follows the Americans With Disabilities Act (ADA). The program will accommodate children with special needs by allowing additional time and allowing special services to work with the child. The Center will also make the daily schedule flexible to meet each child's needs. Parent(s) should provide copies of any Individual Education Plans (IEP) or Individual Family Service Plan (IFSP).
- **Custody Agreements.** It will be the parents' or legal guardian's responsibility to provide the Center with a certified copy of orders that expressly state that either Parent, legal guardian, or natural Parent shall not have any contact with the child. Without legal documentation, either Parent will always be allowed full access to the child when the program is in operation.
- **Parent Conference:** The Center will offer Parent conferences twice a year (November and May). Notices will be sent home with the exact date. Parents will be asked to sign up in advance for conferences. Sign-up sheets will be placed on the sign-in/out table. A conference may be scheduled throughout the year if either party feels a conference is necessary.
- **Photo Release:** Pictures are taken of activities from time to time for promotional materials and bulletin board displays, and children's artwork. Any children pictured in these publications will not be identified by name.

I hereby grant permission to use photo_____ (Initial)

I do not grant permission to use photo_____ (Initial)

- **Transportation:** The Center will supervise children to and from the bus stop. Those children who will be transported to and or from school will always be supervised. The Center will adhere to all laws while transporting children. Permission to transport letters must be signed by parents/guardians.



Future Leaders Enrichment Program
2540 Old Washington Road, Waldorf, MD 20601
301-861-0404
www.futureleaders1.com

If the Parent fails to comply with any term of this agreement, the Center will not be deemed to have waived its right to demand compliance.

The Parent (s) acknowledge that they have read and accepted the requirements and program policies as detailed in this agreement by signing below.

This contract deals with the financial obligations and responsibilities of families enrolled at The Center. By signing below, the Parent (s) or guardians agree to the terms and conditions of this contract.

A signature confirms that the responsible parties have received and reviewed this document and the Center's Parent Handbook. The Parent agrees to comply with both documents.

Child Full Name: _____

First

Middle

Last

Date of Birth _____

Parent's Name: _____ (please print)

Parent's Signature: _____ Date: _____

Parent's Email: _____

Parent's Phone Number: _____

Parent's Name: _____ (please print)

Parent's Signature: _____ Date: _____

Parent's Email: _____

Parent's Phone Number: _____

Owner/Director's Name: _____

Director's Signature: _____ Date: _____