

# CHURCH OF THE BRETHREN LEARNING CENTER

201 Fairview Avenue, Frederick, MD 21701

## 2, 3 & 4 YEAR-OLD ENROLLMENT CONTRACT School Year 2017-2018

Name of Enrolling Child \_\_\_\_\_

Name by which child is called \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ M  F

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ M  F

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I (we) the undersigned understand and agree to the following conditions of enrollment in Church of the Brethren Learning Center (COBLC), throughout the coming year, and to abide by the policies and procedures of COBLC as stated in the current Handbook and other publications and notices:

- ❖ A \$140 Activity Fee (for registration and supplies) is due at registration. This will hold a space for my child and is non-refundable.\*
- ❖ Yearly tuition in the amount of:
  - a.) \$1,620 for 2 days per week
  - b.) \$2,025 for 3 days per week
  - c.) \$2,835 for 5 days per week
  - d.) \$3,690 for K Prep
  - e.) \$810 for Travel Club for four year olds
  - f.) \$810 for Create Class for four year olds

You will not receive individual monthly tuition statements. Please make all checks payable to "COBLC." Cash payments are also acceptable. Payment may be made in one of the following ways:

- PLAN A: Nine equal payments of a.) \$180, b.) \$225, c.) \$315, d.) \$410, e.) \$90, f.) \$90 to be paid by the 1<sup>st</sup> day of each month beginning September 1, 2017 and ending May 1, 2018.
  - PLAN B: Eighteen equal payments of a.) \$90, b.) \$112.50, c.) \$157.50, d.) \$205, e.) \$45, f.) \$45 to be paid by the 1<sup>st</sup> and 15<sup>th</sup> day of each month beginning September 1, 2017 and ending May 15, 2018.
  - PLAN C: Twelve equal payments of a.) \$135, b.) \$168.75, c.) \$236.25, d.) \$307.50, e.) \$67.50, f.) \$67.50 to be paid by the 1<sup>st</sup> day of each month beginning June 1, 2017 and ending May 1, 2018.
- ❖ A 10% late fee will be applied to tuition received more than 10 days from the due date.
  - ❖ Students are enrolled for an entire year from August 2017 to May 2018. No tuition adjustments will be made for absences, including vacation, snow days or early withdrawal.

- ❖ Written notice of intent to withdraw a student must be received by the Director two (2) weeks prior to the beginning of the month in which withdrawal occurs. Monthly tuition must be paid through the last month in which attendance occurs.
- ❖ The Health Inventory, signed by your child’s doctor, and the Emergency Card, signed by the parent/guardian, must be submitted to COBLC before June 6, 2017. As mandated by the Maryland State Department of Education, students may not begin school without all of the required forms completed and returned to COBLC. More information about Child Care Regulations is available at: [www.marylandpublicschools.org/MSDE/divisions/child\\_care/licensing\\_branch](http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch).
- ❖ Good home/school communication is important for providing a positive preschool/kindergarten experience. The COBLC staff will communicate with parents through monthly newsletters, bulletin boards outside the classroom, notices in the tote bags, conferences, phone calls, etc. Maintaining good communication is a joint responsibility.
- ❖ Questions and/or concerns should be directed to the appropriate staff member by putting a note in the child’s tote bag, calling COBLC, calling the staff member, or arranging to meet with teacher(s) and/or the Director.
- ❖ COBLC is not able to provide special services for children whose individual needs necessitate a change in the environment, programming, or staffing of a class. If the staff determines that COBLC cannot meet the needs of a child, the parents will agree to withdraw him/her. Parents should recognize that it is the right and obligation of COBLC to ask parents to withdraw their child if the staff determines that his/her behavior threatens the health, safety, or quality of learning in the classroom. The director will make the determining judgement in all cases. The remaining tuition payments beyond the month of termination will not be expected.
- ❖ Children should be in good health when attending COBLC. A student should be kept home from school if he/she has an illness that is contagious, has a temperature of 100 degrees or above, or has a temporary injury that severely restricts total participation in class activities, or causes significant pain.

\*If a parent is an active duty member of the United States Armed Forces and receives orders for permanent change of station or is prematurely and involuntarily discharged or relieved from active duty with the United States Armed Forces, the registration fee may be refunded with proper written notice. This notice must state the date of departure necessary to comply with official orders or any other supplemental instructions for interim training or duty prior to the transfer. Notice must be received not less than thirty (30) days prior to the opening of the academic year. A copy of official orders shall accompany this request.

**PARENT/GUARDIAN ACCEPTANCE OF CONTRACT**

I (we), the Parent(s)/Guardian(s) have read this Enrollment Contract and understand that by signing it, I (we) agree to support the philosophy and policies of COBLC.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian

Welcome, again, to a Christ-filled, joyful learning experience at Church of the Brethren Learning Center. Thank you for choosing COBLC and recommending us to your friends.

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Jennifer Shively, Director