



201 Fairview Avenue, Frederick, MD 21701

## 2018-2019 ENROLLMENT CONTRACT

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

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

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Please make all checks payable to "COBLC."** Cash payments are also acceptable.

✓ Check one of the following plans of payment for the coming year:

- (9) Nine equal payments of \_\_\_\_\_ to be paid by the 1<sup>st</sup> day of each month beginning September 1, 2018 and ending May 1, 2019.
- (18) Eighteen equal payments of \_\_\_\_\_ to be paid by the 1<sup>st</sup> and 15<sup>th</sup> day of each month beginning September 1, 2018 and ending May 15, 2019.
- (12) Twelve equal payments of \_\_\_\_\_ to be paid by the 1<sup>st</sup> day of each month beginning June 1, 2018 and ending May 1, 2019.

	<b>2's class</b> age 2 by Sept 1	<b>3's class</b> age 3 by Sept 1	<b>4's class</b> age 4 by Sept 1
2 Days (Tues/Thurs)	\$220/month	\$190/month	
3 Days (Mon/Wed/Fri)	\$250/month	\$235/month	\$225/month
5 Days (Mon-Fri)	\$470/month	\$425/month	\$320/month
K Prep (Mon-Fri 9:00-1:00)			\$410/month
Travel Club (Mon.11:30-3)			\$90/month
S.T.E.A.M Club (Wed11:30-3)			\$90/month

- ❖ 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 September through May. 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 the child's first day of school. 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).
- ❖ Communication is important for providing a positive preschool experience. The COBLC staff will communicate with parents through monthly newsletters, email, REMIND text messages, bulletin boards outside the classroom, notices in the tote bags, conferences, phone calls, etc. Maintaining good communication is a joint responsibility.
- ❖ 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 the student. Parents should recognize that it is the right and obligation of COBLC to ask parents to withdraw their child if the staff determines that the child's 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.

## PARENT/GUARDIAN ACCEPTANCE OF CONTRACT

I understand and agree to the following conditions of enrollment at Church of the Brethren Learning Center and will abide by the policies and procedures as stated in the current Handbook and other publications and notices.

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

Date \_\_\_\_\_

Welcome to a Christ-filled, joyful learning experience at Church of the Brethren Learning Center. Thank you for choosing COBLC as the place for your family to grow and prosper.

\_\_\_\_\_  
 Jennifer Shively, Director