



# GLOBAL CHILDREN'S CENTER Child Care Contract/Enrollment Form

## I. Agreement to Contract Care

This agreement is made between:

Name	Name
Relationship to Child	Relationship to Child
Address	Address
Home Phone Number	Home Phone Number
Name of Employer	Name of Employer
Work Phone Number Home Phone	Work Phone Number Home Phone
Cell Phone Number	Cell Phone Number
E-Mail Address	E-Mail Address

**And**

Child Care Provider (herein referred to as Provider):	Global Children's Center
School Address:	
Global Children's Center 12417 Deoudes Road Boyd's, MD 20841-9022 USA	Phone 301/972-5982/301.972.5882 Fax 301/972-4706  E-mail <a href="mailto:Globalchildrenscenter@verizon.net">Globalchildrenscenter@verizon.net</a>

For the care of: Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ B/A \_\_\_\_\_ Drop-in \_\_\_\_\_

For the care of: Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ B/A \_\_\_\_\_ Drop-in \_\_\_\_\_

For the care of: Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ B/A \_\_\_\_\_ Drop-in \_\_\_\_\_

For the care of: Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ B/A \_\_\_\_\_ Drop-in \_\_\_\_\_

## II. Hours of Operation/Before and After Care

A. Care will begin normally at 6:30 a.m. to start of school and after school ends until 6:30 p.m. on the following days: M. T. W. Th. F. There will be a charge of \$5 per child added for each 15 minutes past the designated pick-up or arrival time. (Before AND After Care)

B. I would like to enroll my child/children in the following programs:

**Before School Care only 6:30 a.m. until school starting time**

M     T     W     Th     F

**After School Care only School Ends until 6:30 p.m.**

- B. Payment obligation is based on the hours and days you have reserved with GCC, not the actual hours of attendance. Payment for all reserved time is due whether or not the child actually attends during those hours.
- C. In addition to the above paragraph, there will be no reduction of fees during holidays and absence due to your child's illness or any other reason.
- D. If schools are closed all day due to inclement weather, early release days or school holidays, there will be an additional charge of \$0 full day and \$0 early release days per school-age child.
- E. Payment will be made in advance to the Provider in the following manner:  Cash  Check by the Parent on or before Friday for the following week. This payment will be in advance of the reserved time of care. There will be a \$10 per week late charge assessed for each week payment is not made. Cash receipts will be available by the Provider upon payment. In the event that a check is returned because of insufficient funds, a \$ 35 fee will be charged to the Parent and future payments must be made by cash or money order. All late fees must be paid immediately.
- F. A non-refundable two-week registration deposit is required to reserve a space for your child. This deposit will be used towards the very last two weeks of child care at GCC. A non-refundable \$35.00 registration fee is required for each family per school year.

**III. Release of Child**

A. In addition to the parties stated in Section I, the following individuals are authorized to pick up your child from the Provider:

Name	Name
Relationship	Relationship
Address	Address
Home Phone Number	Home Phone Number
Work Phone Number	Work Phone Number

- B. The Provider will not release your child to other individuals, including those indicated above, without prior written notice and appropriate proof of identification.
- C. If custody is not shared by both Parents, the custodial Parent must furnish the Provider with a certified copy of the court order or written agreement confirming that the other Parent does not have the custody of the child.

**IV. Termination**

- A. This contract can be terminated by either the Provider or Parent with a written notice during the initial two-week trial period beginning \_\_\_\_\_ and ending \_\_\_\_\_.
- B. Unless this contract sets a definite time for duration of child care, the Parent agrees to give the Provider two-week notice if he/she wishes to withdraw the child from Global Children's Center. If the Parent does not give such notice, any advance money paid may be retained by the Provider without limiting the Provider's other legal remedies. Likewise, the Provider will give two-weeks notice before any termination.
- C. If the Parent becomes delinquent on payment or violates any terms of the contract, the Provider may refuse to further care and terminate the contract immediately.

**V. Contract Renewal**

This contract is valid until \_\_\_\_\_ at which time it will either be renewed or terminated. Your child care rates are subject to an increase of no more than of 5% each year upon renewal.



### **Provider Policies**

Welcome to Global Children's Center! The Center is a place where your child can:

- ♥ Form a safe and secure relationship with GCC staff who can consistently meet all their needs.
- ♥ Spend their childhood in a calm, comfortable environment.
- ♥ Be actively involved in "real life" activities such as preparing Meals, cleaning up messes, playing with friends and doing homework in a safe place with guidance from our teachers.
- ♥ Enjoy involvement in art, science, language, mathematics, sports, crafts, Dramatic play, physical, cultural and music activities.

The center does not discriminate on the basis of race, religion, nationality, language, or disability. Instead, children are exposed to various cultures and abilities in order to foster an appreciation for individual differences.

Discipline at GCC is a set of management techniques that teach children how to keep their behavior within acceptable limits. Discipline is NOT punishment (i.e. spanking, slapping) that forces children into behaving appropriately. Instead, we will use guidance, good role modeling and encouragement to promote good behavior.



### **Holidays and Vacations**

The center will be closed on holidays as set out our on our website.

The Global Children's Center will be open when Montgomery County Public Schools are closed for snow days. However, the center will not be open on the days that MCPS schools/administrative offices are closed.



### **Meals and Snacks**

The Center provides your child with nutritious meals and snacks. The Center will provide breakfast snack and an afternoon snack during the day. If your child has a food allergy, please provide the Center with a written description of this allergy and we will accommodate your child with an alternative. Please provide lunch and snack on all off days when Global is open.

### **Daily Schedule**

The Centers operating hours are from Monday through Friday 6:30 a.m. to when school starts and end of school to 6:30 p.m.

The Center will also be open on all half days/early release days, snow closings and all school holidays except when schools and administrative offices are closed at no extra charge for these additional days.



### **Required Forms**

MSDE/Maryland Child Day Care Regulations and Global Children's Center requires you to complete the following forms: All of these forms can be downloaded from our website.

- MSDE Emergency Information Card (pls. copy and provide two copies )
- MSDE Emergency Medical Consent
- MSDE Health Inventory
- Current Immunization Record

- GCC Travel/Activity Consent
- GCC Child Care Contract
- GCC Registration Form

Consumer Pamphlet or any additional forms can be obtained on [www.marylandpublicschools.org](http://www.marylandpublicschools.org).

In addition to the required Travel/Activity Consent Forms, the Center will furnish a general permission slip which authorizes GCC to take your child on field trips either by foot or in hired licensed/insured transportation. We keep all of the information in the above confidential. We require you to update these forms at least annually and GCC has the right to verify all information for accuracy.



According to the MSDE/Maryland Child Day Care Regulations, the Center may only administer medication to your child under the following conditions:

- With your written permission stating your child's name, dates and times of administration, dosage, and your signature.
- At least one dosage of the medication must have been administered at home.
- Medication must be in original container with name, dosage, and expiration date clearly labeled.

The Center cannot provide child care services for ill or injured children according to MSDE/Maryland Child Day Care Regulations. Please do not bring your child to the center if he/she has one or more of the following symptoms:

- ⊗ Fever of 100 degrees or over
- ⊗ Dark yellow, green, or bloody discharge from the nose
- ⊗ Yellow discharge from the eye
- ⊗ Watery or explosive discharge from bowel
- ⊗ Vomiting
- ⊗ Persistent stomach pain
- ⊗ Non-allergic skin rash
- ⊗ Excessive drooling and/or shortness of breath
- ⊗ Wheezing on exhalation
- ⊗ White, smelly discharge from genitals
- ⊗ Seizures
- ⊗ Excessive irritability and/or credible complaint of pain

If your child becomes seriously ill or injured while in the Center, we will notify you as soon as possible. We will provide your child with the necessary medical attention and/or isolation while you make arrangements to have your child picked up as soon as possible.

**NOTE: If your child becomes sick in GCC care with any of the above mentioned symptoms and has to leave, he/she cannot return to GCC care until he/she is free from the symptoms for 24-hours.**



### Substitute Care

In the event of an emergency or illness on regular staff, authorized staff will serve as substitutes.

**NOTE:** Please find an alternative child care arrangement for your child *IN ADVANCE* for events such as:

- ☞ Your child becomes ill
- ☞ Your child is injured
- ☞ The Center is closed due to inclement weather
- ☞ The Center is closed for holidays

I/We understand that by signing this contract, I agree to abide by all of the Global Children's Center Policies and procedures, as well as those listed in the Global Children's Center Parent handbook.

I/We also understand that failure to adhere to these policies/procedures could result in the dismissal of my child/children from Global Children's Center program immediately.

I/We agree to pay the tuition by the Thursday or Friday before the week of care is given by Global Children's Center. If tuition is not paid on time I will lose my child/children's space at the center immediately. No credits or refunds are issued for missed days for any reason.

I/We further understand that my child will not be re-admitted to the program until space is available and all fees, including late fees, have been paid. In addition, I shall be responsible for any attorney or collection fees required to collect unpaid tuition and/or any other outstanding charges which may include late tuition fees, late pick-up fees, or optional activity fees.

- I/We agree to bring my child into the center in the morning and afternoon and sign him/her in to the designated location for all drop-offs and pick-ups Monday through Friday.
- I/We agree to show respect and show consideration for all staff members and students at Global Children's Center.
- I/We agree to follow all Global Children's Center policies, rules, regulations in the parent handbook and posted at the center.
- I/We agree to let Global Children's Center use my child's photo for brochures, website, Facebook, Twitter and center advertisement.
- I/We do not agree to let Global Children's Center use my child's photo for brochures, website, Facebook, Twitter and center advertisement.

**VI. Acceptance**

**I/We have read and understood all portions of this contract. I/We have received a copy of the parent handbook and understand all Provider Policies, rules, regulations and agree to abide by all policies set forth in it, I/we understand that if we do not abide by these policies, GCC will terminate my/our child's space.**

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

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

Parent/Guardian(s) Printed Name: -----

Child Care Provider \_\_\_\_\_ Date \_\_\_\_\_

**For Annual Renewals:**

Yearly Renewal Parent/Guardian Signature:

Parent/Guardian Printed Name:

Date:

Yearly Renewal Parent/Guardian Signature:

Parent/Guardian Printed Name:

Date:



