



Middle River Baptist Church Child Development Center

Enrollment Financial Agreement

Registration Fee

I hereby submit application for my child, _____, to attend the program at Middle River Baptist Church Child Development Center (also referred to as "MRBCCDC" or "the Center"). I understand that there is a non-refundable \$50.00 waiting list fee and a \$50.00 registration fee for new students. If the waiting list is not paid prior to enrollment, both the waiting list fee and registration fee are due at registration. A \$50.00 re-registration fee is due for returning students. I understand that I must pay this registration fee before my child is eligible for enrollment or the waiting list.

Deposit

I agree to pay a deposit equal to one week's tuition, which is due before my child begins care. This amount will be refunded to me at the end of my child's stay at MRBCCDC if all accounts are paid in full.

Tuition

1. The tuition for my child upon enrollment is _____ per week for _____.
2. The CDC will issue an amendment to this agreement when my child is moved to a program with a different fee.
3. Tuition is charged on Fridays for the following week. I understand that my tuition payment is due on Fridays for the following week of care. I also understand that, if I pay monthly, monthly payments are due at the beginning of the month.
4. I will pay a \$10.00 late payment fee if payment is made after 6:00 PM on Monday.
5. If for any reason the center is closed on a payment due date, my payment must be paid the following business day.
6. I understand that, if my child is out sick on the day that my payment is due, I will pay on the morning of return.
7. I understand that tuition will be charged even if my child is not in attendance.
8. I understand my obligation to give two weeks' written notice prior to the withdrawal of my child from the CDC.
9. Tuition accounts will not be allowed to become delinquent by more than two weeks. I understand that my child may not be admitted into care if my account becomes delinquent. Delinquent accounts **will be** referred to a collection agency.
10. I understand that I am eligible for a vacation discount as stated in the current revision of the Family Handbook as published on the MRBCCDC website. I understand that my child must be absent for the entire week to be eligible for the reduced tuition rate. I also understand that tuition is paid before taking vacation.
11. I understand that if I do not make tuition payments according to center policy as stated in this agreement or the Family Handbook as published on the center's website, I run the risk of losing my child's space in MRBCCDC.

Emergency Closing

I will arrange for emergency care for my child in the event of center closings. Closings will be announced on radio stations 1090 AM (WBAL) and 95.1 FM (WRBS). Emergency closings are also recorded on the center's answering machine and on the center website (www.middleriverbaptistcdc.org). I understand that tuition will be charged in accordance with the current Family Handbook policies as published on the center's website.

Late Pick-up

For each minute I am late picking up my child, I will pay a late pick-up fee of \$1.00/minute. I may be required to sign a late pick-up form when I pick up my child. This form will be filed and must stay in the office. I will pay the late pick-up fee in cash only by the end of the week. If unpaid, I may be asked to keep my child at home until it is paid. Tuition will continue to be charged during my child's absence.



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Field Trips

Field trip fees and signed permission slips must be in our office before my child is allowed to participate. Most field trips require fees separate from tuition. If I choose for my child to **not** participate in a field trip, I agree to provide alternative care. Tuition will not be reduced or refunded if my child does not participate in field trips.

Special Programs

Special programs may be offered for my child. A list of special programs such as computer classes, gymnastics, dance, music, etc., is available in the office. Some of these programs are offered without fees because they are included in the tuition fee. Some programs are not included with tuition; therefore, they must be paid separately. I will be given the option whether to have my child participate in all programs. Tuition will not be reduced or refunded if my child does not participate in special programs.

Summer Camp

If my child is enrolled during School Age Summer Camp, I understand that I will be required to obtain an addendum to this agreement.

Discounts

I understand that a \$10.00 per week per child discount is available for families with more than one child attending full-time programs. Before- and after-school programs are part-time; therefore, they are not eligible for sibling discounts. Discounts for families with at least one parent in active, overseas, military service are also available. Details of other discounts are available in the CDC office.

Diapers/Wipes/Extra Clothing

I will be notified when my child's supply of diapers, wipes, and extra clothing is low. If the center's diapers, wipes, or extra clothing are used, I may be charged any replacement costs. I will pay any diaper or clothing fees *in cash* to the office by the end of the week. If left unpaid, I may be asked to keep my child at home until it is paid. Tuition will continue to be charged during my child's absence.

Statements of Agreement

I am a parent/legal guardian for _____ and having fully and satisfactorily acquainted myself with the program, policies, and registration of the Middle River Baptist Church Child Development Center, I hereby pledge my support and cooperation with the administration, education, and financial policies. I agree to abide by the terms as outlined in this Enrollment Application and Financial Agreement. I understand that this Center reserves the right to permanently dismiss any child in accordance with the center's policies as stated in the Parent Handbook.

I understand that changes and additions to these policies could occur as set forth and approved by the church's CDC Advisory Committee. I will be informed in writing at least ten (10) business days in advance of any fee changes. By my signature, I agree to all conditions as stated in this agreement.

Signature of Parent(s)/Guardian(s) Date

As a representative of the Middle River Baptist Church Child Development Center, my signature confirms that the Center will abide by its responsibility to fulfill our Program Standards as stated in the Parent Handbook.

Signature and Title of CDC Administrator Date

As a representative of Middle River Baptist Church, my signature confirms that the Church will support and pray for the families and staff of the CDC. We will assist the CDC and the families of the CDC by providing care, spiritual support, and an appropriate learning environment.

Signature and Title of Church Representative Date