

My Village Learning Center
3823 Hamilton Ave
Baltimore, Md. 21206
410-426-4428

BEFORE/AFTERCARE CONTRACT

RATES:

Before and After-care (w/transportation) \$90.00 weekly _____

Before and After-care (without transportation) \$80.00 weekly _____

- does not include spring, winter, or summer break (additional rates apply)
- does not include school closings (rate of \$20.00 per day will apply)

Before **or** After-care (w/transportation) \$65.00 weekly _____

- does not include school closings (rate of \$20.00 per day will apply)
- does not include spring, winter, or summer break (additional rates apply)

Before-care only \$25.00 weekly _____

After-care only \$70.00 weekly _____

*Please initial your selected program.

1. Parents are responsible for payment of fees on time. We accept cash, check or money order. A late fee of \$25.00 will be added to bills not paid within two(2) days of the due date. A nsf charge of \$30.00 will be charged for any checks returned.

2. There is no reduction of fees for absences except in the case of an extended illness of the child. The director should be notified if such a situation occurs.

NOTE: When a parent takes a vacation we ask that you give a two week notice prior to your vacation. Parents are allowed 1 (one) week vacation per year at half rate. All other vacations during the same year will require the full rate to maintain your child's enrollment. Your fee is due prior to your vacation.

3. I understand that:

- a) I must walk into the building with my child each day and make certain that the teacher knows he/she is there. Older children are not to bring or pick up a child.
- b) I, or a responsible designated adult, will walk into the building to pick up my child and inform a teacher we are leaving.

4. Keep children home with the following: fever (101 or higher), diarrhea or vomiting within a

24 hour period. Children too sick to participate in full program, including outside play, need to be kept at home. If child should develop any of these symptoms while in care a parent will be notified to pick child up. Sick children must be picked up within 1 hour of parent notification.

NOTE: It is also required that a Health Inventory Form is kept on file for each child enrolled. This form includes record of a child's immunizations. It is up to the parent to keep these records up to date. It is required by the Maryland State Department of Education. Any child without current records will have to be removed from care until current records are received.

5. Parents need to inform the center of changes in address, phone numbers, employment, emergency information or any other changes in family situations as soon as possible.
6. Arrival time for school drop off is from 6:00 a.m. to 7:30 a.m. The MVLC van will leave at 7:30 to start drop off route. Any child not at the center by 7:30 will need to be taken to school by a parent or responsible adult. There will be no adjustment in weekly fee.
7. It is the responsibility of the parent or guardian to inform the center of your child's school closing. It would be helpful to submit a school schedule to the center. It is also the responsibility of the parent to inform the center of any student absences. If your child stays home from school and the center is not informed, therefore goes to the school for pickup there will be a \$7.00 charge. The fee will be due on the next school day.
8. No medication will be administered without written consent of parent or guardian. Prescription medicine must be in original packaging with instructions from pediatrician. All medication administered will be documented and kept on file.
9. The director is to be notified two weeks in advance before a child is withdrawn from care. Parents are required to pay for those two weeks regardless of when a child leaves the center.
10. If, after a reasonable amount of time, it is found a child is unable to adjust to the center, the center reserves the right to request the withdrawal of the child. The decision is left to the discretion of the director. A two week notice will be given to the parent.
11. I agree to abide by these rules and regulations.

SIGNATURE OF PARENT/GUARDIAN _____
DATE _____

SIGNATURE OF PARENT/GUARDIAN _____
DATE _____