MICHELLY'S CHILDCARE CENTER

Parent Enrollment & Tuition Agreement

21650 Chancellors Run Rd • Great Mills, MD 20634
Hours of Operation: Monday-Thursday, 6:30 AM-5:30 PM
Friday: 6:30 AM-5:00 PM

This agreement establishes the enrollment, tuition, attendance, and care expectations between Michelly's Childcare Center and the enrolling parent/guardian.

1. Family & Child Information

Parent/Guardian 1	_____
Parent/Guardian 2	_____
Home Address	_____
Primary Phone	_____
Email	_____
Child(ren) Enrolled	_____
Start Date	_____

2. Enrollment Schedule

Contracted days of care: □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday

Contracted arrival time: _____ Contracted pickup time: _____

The center is open Monday through Thursday from 6:30 AM to 5:30 PM and every Friday from 6:30 AM to 5:00 PM. Children may not be dropped off before their contracted arrival time or picked up after their contracted pickup time without prior approval.

3. Tuition & Registration

Weekly / Biweekly Tuition: 1st child $_____ 2nd child $_____

Tuition is due in advance according to the family's agreed payment schedule. Tuition reserves the child's space and is due regardless of attendance, including absences caused by illness, family vacations, parent/guardian days off, or other parent-selected absences.

- Full tuition remains due during Michelly's Childcare Center's scheduled holidays, vacation/closure days, and other announced paid closures.
- A tuition late fee of $20 per day, per child will be charged when tuition is not paid in full by the due date. The late fee continues to accrue each calendar day, including Saturdays and Sundays.
- A $40 fee will be charged for a returned check or returned payment. After two returned payments, the center may require payment by an approved guaranteed method.

Registration / Enrollment Fee: $_____ □ Non-refundable □ Not currently charged

Recommendation: Michelly's may use a modest, non-refundable registration/enrollment fee to cover enrollment processing and help confirm a family's commitment to the space. The amount can be set later; leaving it blank in this agreement allows the center to finalize the fee before enrollment.

4. Late Pickup / Early Drop-Off

Parents/guardians must pick up children no later than the contracted pickup time and may not drop off earlier than the contracted arrival time unless the center has approved the change in advance.

- Late pickup is charged at $15 for each 15-minute period or portion thereof, beginning immediately after the contracted pickup time.
- Example: if the contracted pickup time is 5:00 PM, pickup at 5:01 PM results in a $15 fee; pickup at 5:16 PM results in a $30 fee.
- Late pickup fees are due on the day they are incurred unless the center approves another arrangement.

5. Attendance, Arrival & Departure

Parents/guardians should notify the center as soon as possible when a child will be absent or arriving late. Arrival and departure must follow center sign-in/sign-out procedures.

To protect rest time and classroom routines, families should avoid non-emergency arrivals or pickups during scheduled nap/rest periods. Classroom-specific rest schedules will be communicated to families.

6. Holidays, Closures & Inclement Weather

Michelly's Childcare Center will provide families with a calendar of scheduled holidays, professional development days, early closures, and other planned closures. These are paid closure days and full tuition remains due. Every Friday, the center will close at 5:00 PM.

The center may close, delay opening, or dismiss early because of severe weather, utility interruption, building emergencies, public safety conditions, or other circumstances affecting safe operation. Families will be notified as promptly as reasonably possible.

Paid Holidays and Scheduled Days Off

Full tuition remains due for the following paid holidays and scheduled days off. The center's annual calendar will identify the observed dates and any additional planned closures:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Native American Heritage Day (day after Thanksgiving)
- Christmas Day
- Day after Christmas
- Licensing/Professional Development Conference - date to be announced (TBD)

When a holiday falls on a Saturday, the center may observe the paid holiday on the preceding Friday. When a holiday falls on a Sunday, the center may observe it on the following Monday. Holiday and closure dates are subject to change, and families will be notified through the center calendar or other center communication.

The center will close at 12:00 PM on the Wednesday before Thanksgiving.

Christmas/New Year Closure: Michelly's Childcare Center will close at 3:00 PM on Christmas Eve and will remain closed through New Year's Day. The center will reopen the day after New Year's Day. Full tuition remains due during this scheduled closure.

7. Illness & Exclusion from Care

Children must be well enough to participate comfortably in normal childcare activities. A child may be excluded or sent home when illness creates a health or safety concern or when the child requires care beyond what the center can reasonably provide in the group setting.

- Examples include fever, vomiting, diarrhea, unexplained or concerning rash, severe pain, certain communicable illnesses, or other symptoms requiring exclusion under applicable childcare health requirements.
- When a child becomes ill while in care, the parent/guardian or authorized emergency contact must arrange prompt pickup. The center's expectation is pickup within 30 minutes of notification whenever reasonably possible.
- Return to care will depend on the child's symptoms, applicable exclusion requirements, and ability to participate in the program. A healthcare provider's note does not by itself guarantee same-day return if exclusion criteria are still present.

COVID-19 / Respiratory Virus Guidance

Michelly's Childcare Center will follow current Maryland Department of Health and applicable public-health guidance for COVID-19 and other respiratory illnesses. A child with respiratory-virus symptoms should remain home when symptoms are not improving or when the child is not well enough to participate comfortably in the program.

A child may generally return to care when symptoms are improving overall and the child has been fever-free for at least 24 hours without the use of fever-reducing medication. If fever returns or symptoms worsen after returning, the child must remain home again until these return-to-care conditions are met.

For the 5 days after returning to normal activities following a respiratory illness, families are encouraged to use added precautions when appropriate, such as good hand hygiene, cleaner air/ventilation, distancing when practical, testing, and a well-fitting mask when developmentally appropriate and tolerated.

If a child tests positive for COVID-19 but has no symptoms, the family should notify the center and use added precautions for the next 5 days. The center may apply additional exclusion or return requirements when directed by the Maryland Department of Health, local health department, licensing authority, or during an outbreak. Families will be notified when center procedures change because public-health guidance has been updated.

Parents/guardians should promptly notify Michelly's Childcare Center of a confirmed COVID-19 diagnosis or other communicable illness when it may affect the health and safety of children or staff. The center will protect private health information to the extent required while taking reasonable steps to reduce disease spread.

8. Medication

Medication will be administered only when required permissions, instructions, forms, and documentation have been provided in accordance with center procedures and applicable childcare requirements. The center will not administer the first dose of a medication. Required written permission also applies to approved topical products such as diaper ointment, sunscreen, and insect repellent.

9. Positive Guidance & Behavior

Michelly's Childcare Center uses developmentally appropriate positive guidance. Staff may use redirection, reminders, modeling, praise, positive reinforcement, calm-down/reflection strategies, and collaboration with families.

Physical punishment, deliberate physical pain, humiliation, threats, or emotional harm will not be used. When ongoing behavior presents a significant concern, the center will work with the family on reasonable strategies. Care may be terminated when a child's behavior creates a serious or continuing safety risk that cannot be safely managed after reasonable interventions, or when immediate termination is necessary to protect children or staff.

10. Required Enrollment Records

The following enrollment forms and records must be completed and provided to Michelly's Childcare Center before a child may begin care:

1. Signed Parent Enrollment & Tuition Agreement
2. Health Inventory
3. Immunization Certificate / Shot Records
4. Signed Parent Policy Handbook / Handbook Acknowledgment
5. All About Me Form
6. Emergency Information Card
7. Parent's Guide to Regulated Child Care Receipt

Maryland Parent's Guide to Regulated Child Care:
https://marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/parent_guide.html

Does your child have an IFSP (Individualized Family Service Plan) or IEP (Individualized Education Program)? Yes _____ No _____

If yes, are you willing to share the IFSP/IEP with Michelly's Childcare Center to help support your child's care and educational needs? Yes _____ No _____

11. Authorized Pickup & Custody

Children will be released only to a parent/guardian or an individual authorized by the parent/guardian. The center may require valid photo identification before releasing a child. Parents/guardians are responsible for promptly providing the center with current custody orders or other legal documents that affect release of the child.

Authorized pickup person(s): _____

12. Emergency Care, Transportation & Field Trips

In an emergency, the center may obtain appropriate emergency assistance for the child and will make reasonable efforts to contact the parent/guardian promptly. Transportation and field trips, if offered, will be handled under separate center procedures and permissions when required. Signing this agreement alone does not serve as blanket permission for optional field trips or routine transportation.

13. Parent Communication, Photos & Program Permissions

Michelly's Childcare Center may use approved communication methods to share program information, reminders, classroom updates, and emergency notices. Any permission for a child's photograph/video, publicity, social media use, field trips, or other optional activities should be documented separately or through clearly identified permission forms.

14. Withdrawal & Termination

A parent/guardian who withdraws a child must provide Michelly's Childcare Center with at least three (3) weeks' written notice. Tuition for the full three-week notice period remains due whether or not the child attends.

The center may terminate care for reasons including nonpayment, repeated late pickup, failure to follow center policies, unsafe or threatening conduct, inability to meet a child's needs safely within the program, or other serious circumstances. Immediate termination may occur when necessary for health, safety, nonpayment, or serious policy violations.

Failure by the center to enforce a provision on one occasion does not waive its right to enforce that provision later.

15. Agreement & Acknowledgment

By signing below, the parent/guardian acknowledges receiving and reviewing this agreement and agrees to comply with Michelly's Childcare Center policies. The parent/guardian understands that the Parent Handbook and required enrollment forms may contain additional policies that are incorporated into the family's enrollment expectations.

Parent/Guardian 1	Signature: _____ Date: _____
Parent/Guardian 2	Signature: _____ Date: _____
Center Representative	Signature: _____ Date: _____
Child(ren)	_____