



2023-2024 Enrollment Agreement

The Parent Handbook is a detailed and thorough account of the policies that govern the Goddard Child Development Center. (GCDC) This enrollment agreement is designed to be a contract between the parents and GCDC upon enrollment of some, but not all the detailed GCDC policies. After completing the initial enrollment documents every family will sign a hand receipt of understanding agreeing to the policies as outlined in the Goddard Child Development Center Parent Handbook.

This is an Agreement between the Goddard Child Development Center, Incorporated, hereinafter referred to as the “GCDC” and _____ herein after referred to as the “Parents”. Whereas the Parents desire to enroll _____ referred to as the “Child”, the parties agree as follows:

The GCDC agrees:

1. To permit the Child to attend its regular weekly sessions between 7:15 am and 5:30 pm.
2. To provide such supplies and materials as, in the opinion of the GCDC, are essential to the instruction being offered in the classroom.
3. To provide morning and afternoon snacks for the Child.

The Parent(s) agrees:

1. To follow all policies set forth by the Office of Child Care, Maryland State Department of Education, the National Association for the Education of Young Children, the GCDC Parent Handbook, and other policies communicated to the Parent through GCDC.
2. To pay the amount set forth in accordance with the Annual Schedule of Tuition Fees for each week the Child is officially enrolled in GCDC.
3. **To submit to GCDC, before the Child’s first day, all enrollment forms**, medical and otherwise required by GCDC. The Parent must also update this information as needed and as requested by GCDC.

CONTRACT TERMINATION

1. This contract may be terminated or modified at any time by and Agreement in writing between the parties.
2. Parents desiring to withdraw a Child from GCDC must notify the Director, in writing, a minimum of fourteen (14) days in advance of the desired date of withdrawal. The withdrawal date must be on a Friday. Families must complete the withdrawal form on the GCDC website. Failure to provide fourteen (14) days written notice will result in continuous billing.
3. If at any time, GCDC is of the opinion that the health or patter of conduct of the **Child** or the **Parent** is such that the continued presence of the **Child** in school may have an adverse effect upon others, or if the **Parent** should fail to meet any of the terms set forth under the **Financial Obligations**, GCDC may terminate this contract by issuing written notice to the Parent(s). Any fees due to the Center at that time will be billed with the next billing cycle and direct debited from the account on file.



FINANCIAL OBLIGATIONS:

1. **Enrollment Deposit and Registration Fee** (one-time charge). The enrolment deposit and registration fee must accompany the acceptance form for enrollment in GCDC. The registration fee of Fifty dollars (\$50.00) is non-refundable. This fee will cover a cot sheet for resting time and a parent/child subscription for an online educational portfolio seat. The enrollment deposit will be applied to the tuition costs of the first two weeks of the Child’s enrolment in GCDC, we will always bill one week in advance. **Deposits are non-refundable.** Once a deposit is paid, we hold the spot for the Child’s first day. When families pay deposits but do not attend it creates a vacancy, that may not be able to be filled in a timely manner according to the school’s annual budgetary needs.
2. **Scholarships & Subsidy:** Parents who have been approved for scholarship assistance or are receiving subsidies from outside organizations are still required to pay the Non-Refundable deposit registration fee. Every Wednesday, tuition will be billed, and all tuition must be paid, failure to do so will result in a late fee regardless of participation in a subsidy assistance program. The sole source of revenue for GCDC is tuition and must be paid timely. All scholarship and subsidy forms may take 2-3 weeks for completion and approval.
3. **Tuition:** Parents are responsible for paying tuition for each week the Child is officially enrolled in the GCDC, whether the Child has been in attendance during the week or not. Tuition is payable in advance. Tuition is not prorated for holiday weeks and teacher-in-service days. Families will not be billed for the week we are closed between Christmas and New Year’s.
 - a. **3- and 4-Year-Old Classes \$310 per week**
 - b. **2-Year-Old Classes (or 3-Year-Old in 2’s classroom) \$359 per week**
4. **Late Tuition Payments:** All accounts are billed weekly by the close of business on Wednesdays. If payment is not received within one week of the due date or bounces back, the parent will be billed a \$20.00, per child, processing fee and any bounced account goes charged to the GCDC as identified by the bank, enrollment of the child is subject to termination. All late payments are brought to the attention of the Board of Directors. Continual late payment may result in termination of the Child’s enrollment.
5. **Goddard Child Development Center, Inc. Dues:** For the Child to remain enrolled in GCDC, the Parent must be an active member of the Goddard Child Development Center, Incorporated, GEWA Club. Parents are required to pay membership dues by August 1st of each calendar year. If membership dues are more than 30 days delinquent, GCDC has the right to terminate the enrollment of the Child. A new membership profile and payment is due upon receipt.
6. **Late Pickup Policy and Fee:** GCDC closes at 5:30 pm. The Child must be picked up and the building vacated by 5:30 pm. If the Child has not been picked up and the building vacated by 5:30 pm, a late fee will be charged per the Annual Schedule of Late Pickup Fees. The Parent is required to sign the Late Pickup Slip and will be billed.

| Annual Schedule of Late Pickup Fees | |
|--|--|
| Within any 365-day period, each late pick up episode will be charged as follows: | |
| Episode | Charge per 15 minutes or fraction thereof |
| 1 | \$10 |
| 2 | \$15 |
| 3 | \$20 |
| 4 | \$30 |
| 5 | \$45 |
| 6 | \$65 |
| 7 or more | \$100 |

Late fees will be assessed on a membership basis, not on a per-child basis. For example, if a member has two children enrolled in the program and is late picking up the children on a particular evening, the member is assessed as having one late episode, not two. A late pickup record is wiped clean at the beginning of the school year.

*It is the philosophy of Goddard Child Development Center to create a stimulating environment in which
 Children can learn through exploration and discovery with Teachers acting as facilitators.*



STATEMENT OF POLICY

GCDC admits children of any race, religion, national origin, or ethnic origin. All students are accorded all rights and privileges with access to all programs. GCDC doesn't not discriminate based on race, sex, religion, national origin, or ethnic origin in the administration of educational policies or programs.

HEALTH REGULATIONS AND COVID-19 CENTER POLICIES

Can be found and detailed in the Parent Handbook. All Parents agree to follow all the guidelines/protocols as outlined in the Parent Handbook and must acknowledge receipt of a handbook!

ALLERGIES

It is the Parent's responsibility to alert the GCDC Director and the Child's teacher of any allergies and provide substitutions for snacks they are allergic to. In addition, any allergies must be documented on your Child's Emergency Card/Health Forms. If your Child has any food allergies, please also fill out the Food Allergy Action Plan and submit the original upon enrollment.

MISCELLANEOUS PROVISIONS

1. **Classes** - GCDC shall have the authority to determine which class the Child shall be permitted to attend. Each Child's classroom placement is structured by GCDC's Administrator, which is based on the dynamics of enrollment.
2. **GCDC Operating Hours** - Sessions will be conducted twelve months of the year, Monday – Friday, 7:15 am – 5:30 pm.
3. **Closures** - GCDC shall be closed on all legal Federal Holidays as defined by Public Law 90-3.
 - a. GCDC shall be closed on Thanksgiving Day and the day after (last Friday in November)
 - b. GCDC shall be closed for one week between Christmas Day and New Year's Day. (Families will not be billed for this week.)
 - c. GCDC will be closed for one week following the last day of the Summer Program, to prepare the building for the new school year. (In-Service, Parents will be billed.)
 - d. If Goddard Space Flight Center is closed to non-essential employees, GCDC shall also be closed.
 - e. If GSFC closes early for inclement weather, or other conditions, GCDC shall be closed early. It is the responsibility of the Parent to be informed of all GSFC closings and must pick up the Child no later than ½ hour after the designated closing time. The Parents are still obligated to pay tuition for these days.
 - f. If GSFC is closed, or its operations reduced to furlough, GCDC shall close or reduce its operations. Weekly tuition fees will remain the same. GCDC will issue a rebate of fees, if possible, as determined by the GCDC Board of Directors, in its sole discretion.
4. **Research Studies** – The GCDC occasionally hosts consultations and participation in research studies/photographs of children participating GCDC activities, which have been approved by the Board of Directors. You will be notified of these occasions in advance and will be required to grant/deny permission for your child to participate.
5. **Spontaneous Field Trips** – The GCDC program frequently participates in activities such as nature walks, walks to the post office, walks to the cafeteria, and outside play by the pavilion (located directly outside of the GCDC playground) but remaining on the Goddard Space Flight Center property. In most cases, the Parents shall not be notified in advance of these trips. The Parent will be informed of all trips off the GSFC grounds.

Do you grant permission for your child to participate in these trips restricted to GSFC grounds?

YES _____ NO _____

If you fail to mark this space, we will assume permission is granted. (You must initial)



6. **Photographs** – GCDC frequently takes photographs of classroom activities. The distribution of these photos is restricted to classroom use, monthly newsletters, GCDC website, GCDC Facebook & Flickr accounts, and to the families whose children are in the photographs. As well, photographs are occasionally used for “in-house publicity,” such as when the GCDC has a booth on the mall for Goddard Day, parenting fairs, or other GSFC functions.

Do you grant permission for your child to participate in these trips restricted to GSFC grounds?

YES _____ NO _____

If you fail to mark this space, we will assume permission is granted. (You must initial)

If GDGD fails to require you to comply with any term of this Agreement, GCDC will not be deemed to have waived its right to demand compliance.

Parent's Signature

Date

Parent's Signature

Date