

 **A Child’s Place**

4701 N. Charles Street Baltimore, MD 21210

410-532-5399

**Enrollment Agreement**

**To the parent:** Please read the Agreement carefully. Signing this Agreement acknowledges that you have read and agree to abide by the terms and conditions stated therein. Please complete this Agreement and return it to the Preschool Office.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian) , hereby agree to enroll my child,  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** and the Preschool agrees to accept your children’s enrollment, under the terms and conditions as stated below. Additional policies and procedures can be found in the *ACP Parent Handbook SY2023-2024*

**1. Program and Hours of Program**

The Preschool will provide a program for your child, Monday through Friday, 7:30 a.m. to 5:30 p.m. Your monthly tuition for the 2023-2024 school year is $1780 for the Jr. Preschool program & $1645 for the Preschool & PreK program**.**

**2. Payment**

Tuition is due on the first day of each month. A late charge of $2.00 per day after the tenth of the month will be added to payments received. If any parent is more than thirteen (13) days past due, the Preschool reserves the right to refuse admission or continued attendance of the child at the Preschool.

**THE PARENT IS RESPONSIBLE FOR TUITION WHETHER OR NOT THE CHILD IS IN ATTENDANCE, AND NO REFUND WILL BE MADE.**

 **3. Classrooms**

Each classroom has a lead teacher with an assistant teacher available based on enrollment. Licensing details for teacher to child ratios are:

* Room One: 3 & 4-year-olds 1:10 (maximum 2:12)
* Room Two: 2 & 3-year-olds 1:6 (maximum 2:12)
* Room Three: 3 & 4 -year-olds 1:10 (maximum 2:16)
* Room Four: 5 & 6-year-olds 1:10 (maximum 2:16)

The instructional day runs from 9:00 a.m. to 3:00 p.m. Before and after care is provided at no extra cost to families from 7:30 a.m. to 5:30. p.m.

**4. Age Eligibility**

Children must be two years old and potty trained to enter our Jr. Preschool program; three years old by September 1st to enter our three-year-old program; four years old by September 1st to enter our prekindergarten program; and five years old by September 1st to enroll in our kindergarten program.

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Policies Acknowledgement**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please initial that you have read and understand the policies concerning the following:*

 \_\_\_\_\_ Admission policies; age eligibility

\_\_\_\_\_ Release of Information Waiver (as needed)

\_\_\_\_\_ Nap time for all students enrolled in the preschool program (bedding, nap toys, etc.)

\_\_\_\_\_ Toilet training policy (All children must be toilet-trained at an independent level.)

\_\_\_\_\_ Required enrollment forms, including Health Inventory & Immunization Certificate

\_\_\_\_\_ Hours of operation; parking; late pick-up penalties and fees

\_\_\_\_\_ Holidays and other celebrations

\_\_\_\_\_ Tuition payment and late payment fees; tuition receipts

\_\_\_\_\_ Late pick up penalties and fees

\_\_\_\_\_ Snow and emergency closings

\_\_\_\_\_ Behavior, discipline, and bullying policies; withdrawal and termination

\_\_\_\_\_ Health and safety policies; up-to-date notification of school RE: chronic health conditions, allergies, asthma, etc.; illness

\_\_\_\_\_ Sign-in and sign-out books; required emergency form; individuals to pick up child; changes in custody

\_\_\_\_\_ Terms of care, i.e., clothing, snacks, lunch

\_\_\_\_\_ Parent conferences and visitations; progress reports

\_\_\_\_\_ Suspected child abuse or neglect procedures

\_\_\_\_\_ Changes to ACP policy and procedures

Your signature below signifies that you have read the parent handbook and that you understand the policies and procedures adopted by *A Child’s Place* as indicated in the Parent Handbook and agree to comply with them. *A Child’s Place* reserves the right to make updates and revisions, as necessary.

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**