



EARLY LEARNING & ENRICHMENT CENTER

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(Parents are to understand that the terms of this contract will be binding and enforceable in the court of law.)

Initial Contract Date _____ Renewal Contract Date _____

Joshua's Place is open to your child Monday thru Friday. Monday is the official start day of the week for all children. **To obtain the full benefit of the instructional program, children should arrive no later than 9:30 a.m. each day.** Under this contract we will require child care payment in full by each Monday, even if your child is absent during the week.

Parents paying through the DSS voucher program must be responsible for all monetary differences in fees. **NO PARTIAL PAYMENTS WILL BE ACCEPTED AT ANY TIME.**

A. Application Process:

A non-refundable \$30.00 application fee is required to initiate the enrollment process. The application fee will hold a child's temporary placement for one week providing parents an opportunity to obtain medical documentation. Renewal contract will not require an application fee.

B. Child Care Enrollment:

All required medical and personal information documentations must be received prior to a child's enrollment. All medical forms must be completed and signed by the child's medical provider. It is understood that all children are accepted on a trial basis during the first four(4) weeks. Observation of the child(ren)'s ability to adjust to the Center setting will be made during this period. After the four weeks, unless otherwise notified, children are enrolled on a permanent basis and space will be assured them providing they arrive by the start of the program day.

C. Terms of Contract Agreement:

This contract is good for 1 year from the date listed above. All contracts signed with Joshua's Place are developed on an individual bases. A signed Contract Agreement will be a legal document of agreement between parent(s) and the child care provider. This agreement includes provider and parental responsibilities, beginning and end date of the contract agreement, separation policy, days and hours of service, daily arrival and departure policy, late policy, and illness policy, the method(s) of payment and the payment schedule.

D. Contracted Childcare Service:

Full-time/Parttime

1. Joshua's Place Child Care is opened and will operate from **7:00 a.m. to 6:00 p.m. Monday through Friday.**

2. Childcare will be provided for Mon, Tues, Wed, Thurs, Fri (circle which days apply for part-time enrollment) or Monday thru Friday.

3925 Belvieu Avenue * Baltimore, MD 21215

Bus: 410-578-1133 * email: info@joshuasplaceec.org * Fax: 410-367-1586

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3. Childcare service base rates are subject to change at the time of contract renewal to maintain the cost of living expenses. A 15% Good Faith discount will be given if you have more than one child

4. DSS vouchers are accepted. Parents must understand that they will be expected and responsible to pay any monetary co-pay difference between the amount of the DSS vouchers and the weekly fee amount charged by Joshua's Place ELEC.

5. Joshua's Place ELEC will include the following meals breakfast lunch and PM snack daily for children enrolled in our all day program and PM snack for afterschool children.

- Daily Rate: \$42/day
- Full-time Rate: Four (4) or more days/ \$215.00
- Part-time Rate: Three (3) days a week/\$125.00
- Monthly full-time rate: \$325.00
- Monthly part-time rate:\$535.00

Before and After School Child Care:

1. Joshua's Place Child Care provides a Before School and After School Child Care Program (B/S&A/S) for primary grades children. School Age Before and After School Fees and Rates: (All fees are subject to annual cost of living increases at the discretion of the Director/Owner). Prices are set at a per child rate.

- Before School Care (B/S) - \$60.00 a week
- After School Care (A/S) - \$85.00/week (includes snack)
- Before and After School Care (B/S & A/S) \$125.00 a week
- Driving Pick-Up - \$ 35.00/week/child
- School Closure Full Day Care - \$42.00 a day (includes 2 meals and a snack)

Any checks returned for non-payment by the bank will be charged a \$30.00 per check.

Number of Children to be enrolled : _____

Child's Name _____ Age _____ Child's Date of Birth _____

Daily/Full-time/Part-time/Before care/Aftercare/Transportation

Child's Name _____ Age _____ Child's Date of Birth _____

Daily/Full-time/Part-time/Before care/Aftercare/Transportation

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Child's Name _____ Age _____ Child's Date of Birth _____

Daily/Full-time/Part-time/Before care/Aftercare/Transportation

Mother's Name _____ Cell Mom: () _____

Email: _____

Father's Name _____ Cell Dad: () _____

Email: _____

Permanent Address

City _____ State _____ Zip Code _____ Home Telephone () _____

Mother's Employment _____

Work Telephone # () _____ Work Hour ____ to ____

Father's Employment _____

Work Telephone # () _____ Work Hour ____ to ____

Emergency Contact Person _____ Relationship _____ Phone #:

E. Withdrawal From Enrollment

1. Two (2) weeks advance, written notice must be given to the Center Director or Operator; if children are withdrawn for any reason.

F. Fieldtrips

Consent is hereby given for off-ground activities such as excursions, picnics, swimming, visits to institutions, parks, etc. under proper supervision. Notice of field trips will be posted in the center.

G. Hold Harmless Agreement

Parents shall hold harmless Joshua's Place from liability for injury to any child unless caused by Joshua's Place own sole negligence.

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All fee's are expected to be paid each week in order to hold your child's spot at the center. You are responsible for tuition regardless of the reason your child may be absent i.e. sickness, inclement weather, vacation or otherwise. The Director will notify you if there is a change in the amount of tuition due.

Tuition Payments: (We accept checks and cash)

You will have the option to select the following payment days:

Daily, Weekly, Every two weeks, & Monthly.

Daily: This payment is used for drop in service. This payment is due on the day of attendance.

Weekly: This payment can be used for full-time and part-time children. For full-time children the tuition is due on the Monday each week.

For part-time children the tuition is due on the first day of attendance for that week.

Every Two Weeks: This payment can be used for full-time and part-time children. For full-time children the tuition is due on the first Monday of the two-week period and again on Monday two weeks from the last pay date.

For part-time the tuition is due on the first day of attendance of the two-week period and again on the same day two weeks from the last pay date.

Monthly: This payment can be used for full-time or part-time children.

(Note: this payment arrangement is one of the more difficult for parents to follow through with and we suggest that you access your finances before agreeing to this payment agreement.)

For full-time children the tuition is due AT THE FIRST OF THE MONTH. The day of payment must be on the first weekday of the month and again at the beginning of the following month.

For part-time children the tuition is due ON THE FIRST DAY OF ATTENDANCE IN THE FIRST WEEK OF THE MONTH and again on the first day of attendance for the following month.

Vouchers: DSS vouchers are accepted for before and after school care, full-time and part-time children. Parents must understand that they will be expected and responsible to pay any monetary **co-pay** difference between the amount of the DSS vouchers and the weekly fee amount charged by the Joshua's Place ELEC. DSS only pays a portion of the childcare tuition and you are responsible for the balance of tuition fees. Your portion is called your co-pay. When you are in-between childcare vouchers and not receiving childcare funding you are **STILL RESPONSIBLE FOR THE TUITION**. We are not able to discuss your childcare with your caseworker, so it is your responsibility to renew your contract on time. We will assist with whatever paper work needed for you or your caseworker.

Method of payment: _____ cash _____ voucher _____ voucher with co-pay

_____ Daily _____ Weekly _____ Every two weeks _____ Monthly

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I, _____, am the parent (s) or legal guardian (s) of the children listed above, have agreed to pay the childcare rate/fee as discussed with the provider of \$ _____. **I understand that this payment will be due the first day of the week my child attends the center. I understand that the childcare full payment is to be paid each week including weeks with holidays and when the center is closed for vacation.** I also understand that by signing this contract I am responsible for childcare payments through the end of the contractual period or upon mutual agreement between parent and the provider to terminate the contract.

Parents may call the center and/or this cell phone number 410-365-5323 for information regarding emergency closures

A late fee of \$10.00 will be assessed for fees not paid on Monday and will accrue at an additional \$10.00 by Tuesday. If tuition and late fees are not paid in full by Tuesday evening your child(ren) will not be able to attend the center until all fees are satisfied. Fees unpaid five (10) working days after the due date will serve as NOTICE OF INTENT to remove the child from the center. You will still be responsible for the balance owed.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Director Signature: _____

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