



Department of Recreation and Parks  
BUREAU OF RECREATION & ADMINISTRATIVE SERVICES

*Laura T. Wetherald, Chief*

**RLC Early Learning Center Parent Contract**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Time Class Begins: \_\_\_\_\_ Time Class Ends: \_\_\_\_\_

Program Location: \_\_\_\_\_  
(Bushy Park, Elkridge, Fulton, Kiwanis Wallas, Roger Carter, Triadelphia Ridge, Veterans)

By signing this form, you have certified that you are the one party responsible for all fees associated with our child care program and have agreed to the following:

1. Submit completed emergency information form, health inventory form (completed within six months), Parents Guide to Regulated Child Care and this completed contract before your child enters the program.
2. Pay all monthly fees when they become due and any incurred late fees. Any account delinquent 15 days could be sent to the Office of Law for collection and result in termination from the program.
3. Ensure your child is picked up at the program end time by an adult authorized by a parent or legal guardian. In the event your child is picked up after the program dismissal time, a late fee will be assessed.
4. Submit a written request for withdrawal from the program to the RLC registration staff prior to the effective date of the change.
5. Read, understand and adhere to the guidelines set forth in the Early Learning Center Parent Manual.
6. Understand that your child will abide by the Rules of Conduct and the program regulations (i.e. toilet training). Failure to abide by the aforementioned rules may lead to termination from the program.
7. Current fee schedule agreed to on reverse side. Fees may change.

Parent/Responsible Party (Please Print Clearly): \_\_\_\_\_

Parent/Responsible Party Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Frequently used email Address: \_\_\_\_\_

The person who signs this form is the only party that Recreation and Parks will hold responsible for child care payments and associated fees.

Early Learning Center 2009-2010 fee schedule:

<b>2-year old Classes:</b>	<input type="checkbox"/> Kiwanis Wallas – Mon/Weds – 9:30 – Noon, \$160/month	2090.
	<input type="checkbox"/> Kiwanis Wallas – Tues/Thurs – 9:30 – Noon, \$160/month	2090.
<b>3-year old Classes:</b>	<input type="checkbox"/> Bushy Park - Tues/Thurs 9:30 – 1:30 pm - \$233/month	2052.
	<input type="checkbox"/> Elkridge – Tues/Thurs 9:30 – 1:30 pm - \$233/month	2054.
	<input type="checkbox"/> Fulton – Tues/Thurs 9:30 – 1:30 pm - \$233/month	2056.
	<input type="checkbox"/> Roger Carter - Tues/Thurs – 9:30 – 1:30 pm, \$233/month	2092.
	<input type="checkbox"/> Triadelphia Ridge –Mon/Wed/Thurs–9:30-Noon, \$221/month	2066.
	<input type="checkbox"/> Bushy Park - Mon/Wed/Fri – 9:30 – 1:30, \$351/month	2052.
<b>4-year old Classes:</b>	<input type="checkbox"/> Elkridge - Mon/Wed/Fri, 9:30-3:00 pm \$465/month	2054.
	<input type="checkbox"/> Fulton – Mon/Wed/Fri, 9:30-3:00 pm \$465/month	2056.
	<input type="checkbox"/> Triadelphia Ridge – Mon/Tues/Wed/Thurs – 12:30-3:00 pm, \$299/mo	2066.
	<input type="checkbox"/> Roger Carter - Mon/Wed/Fri - 9:30 – 3:00 pm - \$465/month	2092.
	<input type="checkbox"/> Veterans – Mon thru Fri, 9:30 - 3:30 pm, \$713/month	2069.
	Mon thru Fri, 8:00 - 9:30 & 3:30 – 5:00, \$236/month	2069.
	Children in 2's program <b>must</b> turn two by March 1, 2009.	
	Children for 3's and/or 4's programs <b>must</b> turn that age by September 1, 2009.	

Additional fees associated with our child care programs and policies:

Late payment fee:	\$30.00 per month when payment received more than a week after the scheduled due date. Payments are due the 17 <sup>th</sup> of each month prior to care date.
Late pick-up fees:	\$15.00 for first 10 minutes after dismissal time, \$5 per 1-5 minute increment thereafter.
Returned Check fee:	\$35.00 for any check returned due to insufficient funds or account being closed.