

QUALITY TIME EARLY LEARNING CENTER
8101 Georgia Avenue
Silver Spring, MD 20910

Tel: (301) 588-6002
Fax: (301) 588-6006

2011 Summer Registration Form

Child's Passport Size Picture
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Child's Name: _____ Enrollment Date _____
D.O.B. ___/___/___ Age _____

Address: _____

Gender: Male _____ Female _____

Mother's/Guardian's Name: (circle)

_____ First M.I. Last
Address: _____ Home Phone: () _____ - _____

Work Address: _____ Work Hours: _____ to _____

Work Phone: () _____ - _____ Cell Phone: () _____ - _____

E-mail Address: _____

Father's/Guardian's Name: (circle)

_____ First M.I. Last
Address: _____ Home Phone: () _____ - _____

Work Address: _____ Work Hours: _____ to _____

Work Phone: () _____ - _____ Cell Phone: () _____ - _____

E-mail Address: _____

*** List any existing medical conditions, allergies and/or special attention your child may require:

(For those emergencies requiring immediate attention, I understand and agree that my child will be taken to Holy Cross Hospital.)

Mother's/Guardian's Signature _____ Date _____

Father's/Guardian's Signature _____ Date _____

2011 SUMMER PROGRAM

Permission Slip Approval

My child _____, has permission to attend ALL field trips including walking trips to the movies that will be held during the Summer Program. In the event of an emergency, I hereby authorize Quality Time Early Learning Center to transport the above-mentioned child to the nearest hospital for care. I agree to accept responsibility for all financial expenses incurred. The school owners, directors, teachers, and assistants are released from any obligation in the event of injury.

Children will be transported via bus or on some days they will be walking to the Movie Theater or/and maybe to other destinations close to school:

- My child has permission to ride on the bus. Yes _____ No _____

- My child has permission to walk to the Movie Theater. Yes _____ No _____

In the event my child does not attend the trips, my child will stay at home and will come to school after the trips (i.e., after 2:00 p.m.).

Mother's/Guardian's Signature

Date

Father's/Guardian's Signature

Date

NOTE: If your child is on medication, please prepare one dose with label including child's name, dosage amount, date to be given, name of medication and time to be given for FIELD TRIPS ONLY.

Picture Authorization

To aid us with our marketing and promotional materials, we are asking parents to cooperate in allowing us to photograph and use pictures for display in brochures, advertising on school related web sites and other promotional material. Additionally, we will display our pictures on bulletin boards and school yearbooks.

Below, you will find a consent form allowing us to take pictures to be used for the purposes stated above. Please fill out the consent form and return to your child's teacher. I, _____, (give) (do not give) Quality Time Early Learning Center permission to take a photograph of my child, _____ to be used for the promotional purposes as stated above to advertise the school's programs.

Mother's/Guardian's Signature

Date

Father's/Guardian's Signature

Date

Quality Time Early Learning Center
8101 Georgia Avenue
Silver Spring, MD 20910

2011 Summer Tuition Contract (4 Year Olds and Above)

We _____ and _____
Mother's/Guardian's Signature Father's/Guardian's Signature
parents of _____ agree to enroll my/our child for the Summer
Program. Child's Name
starting June 20, 2011 to August 19, 2011.

Children currently in a four year-old class or older: Please refer to the summer fee chart. Registration fee (\$100.00) and a Summer Activity Fee (SAF) (\$200.00 or \$160.00) will be due. The registration is due by May 6, 2011. The S.A.F. will be due on May 20, 2011. All summer tuition must be paid bi-weekly.

1. Payment information

- Checks, Money Orders and certified funds are acceptable forms of payment. Tuition must be paid according to the attached Tuition Payment Schedule. Tuition not paid by Tuesday close of business (see Summer Tuition Payment Schedule (TPS) attached) shall incur a late fee of \$30.00 on Wednesday mornings after a due date has expired _____. Tuition which is more than two weeks past due may cause your child to be dropped from the program and his/her slot to be allocated to another child. Checks returned by the bank for any reason shall incur a \$50.00 return check fee. _____. Future payments may be requested in cash or certified funds. A delinquent account will trigger a change in your payment schedule, e.g., advance monthly.
- When possible, all payments should be made directly to the Accounting Office. If any discrepancy exists between your records and our records, please notify the Accounting Office immediately in writing.
- No reduction in tuition is made for vacations, illnesses, holidays; weather related emergency closing or for any reason the school may need to close, close early or open late _____.
- The parent is obligated to begin paying tuition on the Contracted Start Date (CSD) and will therefore be invoiced as of the CSD. Should a space not be available on the CSD the Center will refund all monies except the registration fee, unless the Center makes it known otherwise at the time of contract signing.
- Any monies not paid according to the terms of this contract will be subject to our filing suit in small claims court. If this course of action is taken, you will be liable for all court costs. Collection companies are under contract with Quality Time Early Learning Center to collect any outstanding debts.

2. Center's hours/late pick up

- The Center's hours of operation are 7:00 a.m. – 6:00 p.m. Parents are requested to be prompt in picking up their child. Your account will be charged a late fee of \$2.00 per minute after 6:00 p.m. until 6:30 p.m. Habitual late pick-ups may cause suspension. Late pick-up fees after 6:30 p.m. will be \$3.00 per minute. Late pick-up fees must be paid-in-full by close of business the next business day or the late pick-up fee will double _____. In case of inclement weather or emergencies, if the Center closes early, late pick-up fees will be applied after the early closing time of the inclement weather or emergency day.

- For parents who pick-up their child late more than three times in any 30 day period, a fee schedule of \$5.00/minute late fee may be charged _____. Suspension and/or expulsion may also be remedies.

3. Completion of Forms:

- All forms must be completed and returned before the child enters the program. All forms should be updated whenever there are any changes in parents/guardian information (e.g., phone numbers, change of address, etc.,) _____.
- This contract becomes effective as of June 20, 2011 and remains in effect through August 19, 2011 or until the Director is given at least 30 days written advance notice of intent to withdraw your child. Failure to provide proper and timely written notice will cause forfeiture of remaining fees and one week of tuition.
- All medical information must be current according to your child's age e.g., Physical Examination, Lead Screening, Immunizations, etc.,. Although your child's administrative forms are not tuition related, your child will not be able to start our program without all forms. It is the parent's responsibility to update all records when necessary _____. The Center has the right to suspend the child(ren) for out dated phone numbers, contact information and incomplete records.

4. Lost Items:

- QTELC will not be responsible for any items(s) lost, e.g., clothing, coats, swim suits, towels, swim shoes, jackets, sweater, toys, blankets, sheets, car seats, stroller, etc.) and will not reimburse parents for lost or damaged items.

5. Student Photo ID:

- Parents must provide a (wallet size) photo of their child for identification and security purposes.

6. School Regulations:

- Parents are expected to respect and uphold school policies and regulations and the contractual agreement they have with the school. Please refer to our Suspension Guidelines for details. QTELC reserves the right to ask parents to remove their child from the school if said parents disregard or fail to uphold school policies, regulations, or terms of the contractual agreement. All deposits, tuition, and any other fees paid in advance are non-refundable for a parent who is expelled from the summer program. Your signature acknowledges receipt of our Holiday Closing Schedule and you agree to pay for all days in the schedule. _____ Note: Children Not Attending Field Trips: When your child/ren do not participate in planned activities such as field trips he/she must stay home or come to school at 2:00 p.m. (after the children return from their field trip.)

7. Understanding Contract:

- I/We the undersigned, have read and fully understand, and agree to comply with the summer tuition contract/fee, scheduled policies of Quality Time Early Learning Center.

THIS CONTRACT SUPERSEDES ALL PREVIOUS CONTRACTS – SUMMER PROGRAM

Signature of Financially Responsible Person: _____ Date _____

Print Name of Financially Responsible Person: _____

Signature of Director: _____

Contract Start Date: ____/____/____ QTELC will start billing on ____/____/____

<u>Fees Paid</u>	<u>Cash</u>	<u>Check#</u>	<u>Money Order #</u>
Registration	_____	_____	_____
Tuition	_____	_____	_____
Summer Activity Fee (SAF)	_____	_____	_____

2011 SUMMER ENROLLMENT FOR STUDENTS 4 YEARS-OLD AND OLDER

The schedule of payments depends on the number of weeks the student will attend

NUMBER OF WEEKS TO ATTEND	9 WKS	8 WKS	7 WKS	6 WKS	5 WKS	4 WKS	3 WKS	2 WKS	1 WKS
COST PER WEEK	\$160	\$160	\$165	\$165	\$165	\$170	\$170	\$175	\$175
REGISTRATION DUE ON 05/06/2011	\$100	\$100	\$100	\$100	\$100	\$ 70	\$ 70	\$ 70	\$ 70
ACTIVITY FEE DUE ON 5/20/2011	\$200	\$200	\$200	\$200	\$200	\$160	\$160	\$160	\$160
TUITION DUE ON 6/14/2011	\$480	\$640	\$578	\$495	\$413	\$680	\$510	\$350	\$175
TUITION DUE ON 6/28/2011	\$480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TUITION DUE ON 7/12/2011	\$480	\$640	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TUITION DUE ON 7/19/2011	\$0	\$0	\$578	\$495	\$413	\$0	\$0	\$0	\$0

SUMMER PROGRAM – JUNE 20 TO AUGUST 17, 2011

Depending upon the number of weeks (whole and partial) that your child will attend our summer program.

TUITION OPTIONS FOR 4 YRS. OLD AND OLDER

SUMMER ATTENDANCE	COST PER WEEK	TOTAL TUITION	(*0) REGISTRATION	ACTIVITY FEE	TOTAL SUMMER PROGRAM	2 & 3 YRS OLD ACTIVITY FEE DUE ON 5-20-11
9 weeks	\$ 160.00	\$ 1,440.00	\$ 100.00	\$ 200.00	\$ 1,740.00	\$ 90.00
8 weeks	\$ 160.00	\$ 1,280.00	\$ 100.00	\$ 200.00	\$ 1,580.00	\$ 90.00
7 weeks	\$ 165.00	\$ 1,155.00	\$ 100.00	\$ 200.00	\$ 1,455.00	\$ 90.00
6 weeks	\$ 165.00	\$ 990.00	\$ 100.00	\$ 200.00	\$ 1,290.00	\$ 90.00
5 weeks	\$ 165.00	\$ 825.00	\$ 100.00	\$ 200.00	\$ 1,125.00	\$ 90.00
4 weeks	\$ 170.00	\$ 680.00	\$ 70.00	\$ 160.00	\$ 910.00	\$ 90.00
3 weeks	\$ 170.00	\$ 510.00	\$ 70.00	\$ 160.00	\$ 740.00	\$ 90.00
2 weeks	\$ 175.00	\$ 350.00	\$ 70.00	\$ 160.00	\$ 580.00	\$ 90.00
1 weeks	\$ 175.00	\$ 175.00	\$ 70.00	\$ 160.00	\$ 405.00	\$ 90.00

PAYMENT SCHEDULE FOR 4 YRS-OLD AND OLDER (**)

SUMMER ATTENDANCE	5/6/2011 REGISTRATION	5/20/2011 ACTIVITY FEE	6/14/1011 TUITION	6/28/2011 TUITION	7/12/2011 TUITION	7/19/2011 TUITION	TOTAL SUMMER PROGRAM
9 weeks	\$ 100.00	\$ 200.00	\$ 480.00	\$ 480.00	\$ 480.00		\$1,740.00
8 weeks	\$ 100.00	\$ 200.00	\$ 640.00	\$	\$ 640.00		\$1,580.00
7 weeks	\$ 100.00	\$ 200.00	\$ 577.50	\$	\$	\$ 577.50	\$1,455.00
6 weeks	\$ 100.00	\$ 200.00	\$ 495.00	\$	\$	\$ 495.00	\$1,290.00
5 weeks	\$ 100.00	\$ 200.00	\$ 412.50	\$	\$	\$ 412.50	\$1,125.00
4 weeks	\$ 70.00	\$ 160.00	\$ 680.00	\$	\$		\$ 910.00
3 weeks	\$ 70.00	\$ 160.00	\$ 510.00	\$	\$		\$ 740.00
2 weeks	\$ 70.00	\$ 160.00	\$ 350.00	\$	\$		\$ 580.00
1 weeks	\$ 70.00	\$ 160.00	\$ 175.00	\$	\$		\$ 405.00

(*) No summer registration for children currently in a 3 year-old room or younger.

(**) Children in a 3 year-old room or younger will continue to pay according to the 52 weeks bi-weekly schedule or the 12 month monthly schedule.