



Padonia Park Child Centers

ADMISSIONS

Children are accepted between the ages of three months through twelve years. Admission is at our discretion, and is open to all children, regardless of religion or race. We reserve the right to make developmentally appropriate choices for each candidate. We will not enroll a child into the classroom because of the application date alone. The child must be suited to the class by age, maturity and ability to learn. As a courtesy to our existing clients, we reserve the right to offer first priority placement to siblings of children already enrolled in the program.

APPLICATION TIMELINE

30+ days prior to requested start date

- Contract signed by parents
- First-time Registration Fee *nonrefundable*
- Applicable Activity Fee *nonrefundable*
- Annual Deposit for Before & After School Program *applied to final month*

One week prior to start date

- Emergency Form
- Immunization Certification
- Health Inventory
- All About My Child Form
- Permission Slip
- A Parents Guide to Regulated Child Care
- Blood Lead Testing Certificate

First of the month prior to month of attendance

- Tuition





SCHEDULE OF FEES

Application: All programs require a non-refundable Registration Fee of \$100 with the signed contract. This applies to new enrollments only.

Activity Fee: All programs (excluding Infant and Toddler Programs and Before and After School Program) require a non-refundable Activity Fee, which is due with the signed contract. This fee is due upon renewal each year. The Activity Fee is used for field trips, in-school special events, and swim lessons during the summer months. This fee varies upon the program chosen.

Before & After School Program: In addition to the non-refundable Registration Fee, a deposit for the program is required with the signed contract. This tuition is equal to one month's tuition. This deposit will secure your child's place in the program and as such, will be refunded at the end of the school year, less the last month's tuition. The fees charged for June will vary depending on the Baltimore County Public School's last day scheduled. Deposits will be refunded less June's prorated tuition providing all financial obligations have been met. There is no additional charge for snow days, half days or professional days. Transportation fees apply to Pinewood students.

Summer-Only Application Fees: Summer applications will follow fee schedules for the 9 Month Program. On the application, please check those boxes only. Summer Activity Fee, which includes swim lessons, is due with the signed contract.

Tuition Payments: If the annual tuition is paid in full for the year by August 1st for the current year, you will receive a 5% discount. Tuition is figured on an annual basis and payable either annually or monthly. Please keep in mind tuition must be paid by the 1st day of each month prior to month of attendance. For example, the tuition for the month of September is due by the 1st of August.

WAIT LIST

At times, the Center or portions of the program are at full capacity. Should this occur, you will have the option of having your child's name added to the Wait List. To have your child's name placed on the Wait List for entrance into the Center, the following process will be followed:

- Parent must complete the Enrollment Application, making sure that it is signed and dated by both parents or guardians.
- Return the application to the Center with a nonrefundable \$25.00 Wait List Fee.
- When an opening becomes available, the Director will determine by application age and date who is eligible for placement. If your child is eligible, you will be notified. You will be given an appropriate amount of time to decide whether you wish to accept the placement.
- If a placement becomes available and your child is not age-eligible, or if it is prior to your desired start date or time of preference, you may be given the choice to pay for the space up until your child's birthday, at which time they can begin attendance. (For example, your child is 21 months and must be 24 months, you can choose not to pay for the space to that point). However, the placement will be offered to the next child eligible and you will remain in the Wait List for the next available opening.
- Your child's name will remain on the list until any of the following action occurs: child is placed in the Center, placement in the Center is declined by parent, the child is no longer age-eligible to attend the Center, we are unable to contact the family, or the family fails to respond to an offer of placement.

HOLIDAY SCHEDULE

Padonia Park Child Centers is open Monday-Friday from 7:00am-6:00pm, with the exception of the following days and any additional days listed on the School Year Calendar, which is distributed in August each year.

- Labor Day
- Thanksgiving Day & Thanksgiving Friday
- Winter Break (week between Christmas Eve and New Year's Day)
- Good Friday
- Memorial Day
- 4th of July (or alternate day)
- Last Friday in August (Staff Inservice Day)



12006 Jenifer Road
Cockeysville, MD 21030



Padonia Park Child Centers Application/Contract for Admission 2019-2020

Check One:	New	Change	Renew	Summer	Waitlist
Date of Application:				Desired Start Date:	

Child's Information					
Last Name:		First Name:		Middle Name:	
Current Age:		Gender:		Birthdate:	
Street Address:				Home Telephone:	
City:		State:		Zip code:	
Referred by:		Flex Spending Receipt—Circle: Yes No		Custody Arrangement: <i>Attached copy of custody court order.</i>	

Parent/Guardian Information:					
Guardian 1:			Guardian 2:		
Address:			Address:		
Home phone:			Home phone:		
Cell:			Cell:		
Employer:			Employer:		
Occupation:			Occupation:		
Business Phone:			Business Phone:		
Email:			Email:		

Annual Tuition

Shown as monthly payments

	Red / Yellow	Green		Orange	Blue	Orange / Blue	Before & After School Program
	1:3 ratio	1:6 ratio		1:10 ratio			1:15 ratio
	Tuition	Tuition	Annual Activity Fee	Tuition	Tuition	Annual Activity Fee	Deposit & Tuition
12 month FT	\$1,779	\$1,425	\$325	\$1,324	\$1,324	\$325	n/a
12 month MWF	n/a	\$1,091	\$315	\$1,032	n/a	\$315	n/a
12 month T/TH	n/a	\$770	\$265	\$715	n/a	\$265	n/a
9 month FT	n/a	\$1,520	\$300	\$1,412	\$1,412	\$300	\$515 +\$160 Pinewood
9 month MWF	n/a	\$1,143	\$270	\$1,081	n/a	\$270	n/a
9 month T/TH	n/a	\$819	\$240	\$761	n/a	\$240	n/a
Summer Only	n/a	Upon Request	\$185	Upon Request	Upon Request	\$185	See Lakeside Day Camp

OFFICE USE ONLY

START DATE / /	APPLICATION FEE	CHECK #	ACCT. INTL	DATE / /
CLASSROOM	ACTIVITY FEE	CHECK #	WITHDRAW DATE / /	NOTES



Padonia Park Child Centers Registration Agreement

1. I understand that I must walk my child into the building each day, sign him/her in, and make certain the teacher acknowledges that my child is present. Minor siblings are not permitted to deliver or pickup children. I, or a responsible designated adult, will walk into the building to pick up my child, sign him/her out, and inform the teacher we are leaving. While in the building, I will keep my child within my arm's reach at all times.
2. I understand that all decisions are at the sole discretion of the management, which includes child & staffing placement and ratios (in accordance with OCC and MSDE guidelines), curriculum/program planning, testing and evaluations, and placement within the classrooms.
3. I will keep my child home with the following symptoms or illnesses that occur within the previous 24 hour period: fever above 100 degrees, diarrhea, vomiting, or other illnesses. In addition, I understand that children who are too sick to participate fully in the programming, including outdoor play, are to be kept at home.
4. I understand that prescription medication cannot be administered to a child without written consent from the parent and written instructions from the doctor. Only one dose of Over the Counter (OTC) medications will be given by the Center, with parental and doctor's consent. Authorization for administration of additional doses of OTC medications must be submitted to the Center by the child's doctor in writing. All medications must be administered by a parent for the first time prior to school attendance. Changes may be made to this understanding pending changes in licensing regulations.
5. I agree to keep a complete change of clothing, and the required bedding at the Center at all times with my child's name on it (excluding children enrolled in the Before and After School Program).
6. I will inform the Center of any and all changes in address, phone numbers, emergency information, or any change in family situations. Parents are required to provide a copy of the current Court Order and related documents if there is a custody order in place regarding the child.
7. I understand that if the Center, in its sole discretion, determines it necessary or advisable to terminate this Agreement, the Center may do so with 5 days written notification unless, in the sole opinion of the Center, circumstances exist that may affect the health and welfare of any child or staff member and which require an immediate termination of this Agreement.
8. I agree that Padonia Park Child Centers will not be responsible for loss, theft or damage to any personal items children may bring to school.
9. I agree to pay the tuition fee by the first day of each month prior to the month of attendance. I agree to pay a \$25.00 late fee attached to any payment not received by the tenth of the month. I agree that if tuition is not received by the 20th of the month, the Center will seek to fill my child's space. I understand that repeated failure to meet the payment deadline may result in the Center demanding payment of my contract in full.
10. I understand that I will be charged a \$35.00 fee for returned payment. Credit card payments will be charged an additional processing fee.
11. I understand there is no reduction of fees for absences, vacations, snow closings, early dismissals or late openings.
12. I understand that my child can be dropped off no earlier than 7:00am and must be picked up by closing at 6:00pm. There will be a charge of \$1.00 per minute after 6:00pm. More than three late pick-ups in one school year may result in a future charge of \$2.00 per minute thereafter, or termination of this Agreement, in the discretion of the Center. Late fees are payable to the Center via check to Padonia Park Child Centers. Non-payment is grounds for dismissal from the Center.
13. I understand that if for any reason I need to withdraw my child from the Center, I must give thirty (30) days prior written notice of my child's last day to the Director of the Center. The tuition for the sixty (60) days following the receipt of your letter is my responsibility or until the vacancy is filled, whichever comes first. I understand that any such notice of withdrawal must be submitted to the Center in a hard copy. Emails will not be considered an effective form of notice.
14. I understand that if a child is on 12 month plan and is withdrawn prior to the end of 12 months, the 9 month plan monthly fees will be retroactive to the beginning of the contract and are due prior to departure.
15. I understand security fobs are provided to me as a convenience to gain entry to the Center, and are property of the Center. Fobs are only to be used for the purpose of gaining access for drop-off and pick-up and for no other purpose. Fobs are issued to the Parent/Guardians who sign this contract and may not be transferred. Parents/Guardians may apply for one additional fob for a Center approved caregiver, for \$10.00 charge. When my contract ends, I will return all fobs to the Director or \$10.00 per fob will be charged to my account.

I have read, understand and agree to abide by the herein rules. I have received a copy of the Parent Handbook which details all policies. I understand that Application and Activity Fees are non-refundable.

Name of Child: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____