



Greenbelt Children's Center

Accredited by NAEYC's National Academy of Early Childhood Programs

ENROLLMENT AGREEMENT

I hereby make application for my _____ whose full name is: _____

daughter/son Last First MI

Arrival Time: _____ Departure Time: _____ DOB: _____ Race: _____

Home address: _____

1st Parent/Guardian Name: _____ Email: _____

Cell phone #: _____ Business Phone: _____

Employer: _____ Occupation: _____

Business Address: _____

2nd Parent/Guardian Name: _____ Email: _____

Cell phone #: _____ Business Phone: _____

Employer: _____ Occupation: _____

Business Address: _____

How were you referred to this school? _____

Name of family physician: _____ Phone #: _____

In the event of sickness or accident and the parent, guardian, or the physician cannot be reached, may we use our doctor _____ and/or the nearest hospital?

Any special problems or allergies? Please explain: _____

Emergency contact persons (other than parents):

	Full Name	Home Phone	Work Phone	Home Address
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Previous school(s) attended:

School Name + Address	Principal/Director Name	Phone
_____	_____	_____

Siblings (names + ages): _____

I have carefully read the terms and conditions stated on the back of this application and in consideration of a space for the above named child, I agree to comply with the terms herein expressed and to be bound by the Center's regulations and conditions. I have received a Parent Handbook/Addendums and agree to follow the policies and procedures of the Center.

Parent (or Guardian) signature: _____

****** FOR OFFICE USE ONLY ******

Start date: _____ Program: _____ Application Form received by (signature/date): _____

Medical Form: _____ Immunization Record: _____

Accepted by (signature/date): _____

Reg. Fee _____ AMF _____ Weekly Tuition: _____ Amount Paid: _____

Sec. Dep _____ SAF _____ Other _____ check money-order credit

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1. Your child is registered on a continuous basis. Each year is divided into the Fall Semester, September through January, Spring Semester, February through June, and the Summer Program, July and August. All students who are registered for the first time may have a 30-day trial period after which program obligations apply without exception.
2. Students who enter in the first semester will automatically be registered for the second semester, beginning on February 1st, unless the Center is notified in writing by December 31st of that academic year of intention to withdraw by that January 31st.
3. Students will automatically be registered for the Summer Program and the following Fall Semester, beginning September 1st, unless the Center is notified in writing by May 1st of that academic year of the child's partial summer schedule or of intention to withdraw the child at the completion of the academic year in June. Semesters shall begin the next working day if the first day of September or February is Saturday, Sunday, or a holiday.
4. During the Summer Program, the weekly or session tuition fee will be charged in accordance with published rates. Summer schedules that result in the child being enrolled for less than the full summer must be received prior to May 15th of each year.
5. Advance enrollment agreements for the first semester for students enrolling for the first time may be cancelled up to but not including August 1st prior to the start of the academic year. After that date, the parent accepts the responsibility for the first semester.
6. A one-week security deposit is required. The security deposit is applied to the child's last week's tuition only under the following circumstances:
 - a. If the parent decides to withdraw his/her child within the 30-day trial period, with a two-week written notice.
 - b. At the end of the first semester if the parent notifies the Center **in writing** by December 31st.
 - c. At the end of the second semester if the parent notifies the Center **in writing** by May 1st.
 - d. If the child is not accepted by the Center.
7. Fees for registration, tuition, activities, and materials, are non-refundable. No deduction or refunds will be made for scheduled or unscheduled closings, acts of God, absences, or withdrawal other than stated above before the end of the semester. Parents must realize that they are paying for a space that has been reserved for their child. Tuition is the same each week, regardless of holidays, absences, emergencies, government announcements, or inclement weather. The Center has discretion to release tuition obligation when the Center is closed for more than two (2) consecutive weeks.
8. A request for release from semester obligations other than stated above must be submitted **in writing** to the Director at least two weeks (10 business days) in advance. The release will be at the Center's sole discretion.
9. The parents acknowledge receipt of published tuition rates and fees at the time of enrollment. Parents agree when signing the Enrollment Agreement that they are familiar with the tuition charges and the Center's calendar. The calendar is subject to change without notice.
10. The Center relies solely upon the tuition payments for its support. **The tuition is due in advance of care on Monday of each week.** Tuition charges and fees are subject to change with 15 days' notice. **Tuition paid after Monday is considered late and a late fee of \$15.00 must be added to that week's payment. Child not admitted until payment is made.**
11. All checks should be made payable to the GCC. Any checks returned for non-payment by the bank will result in a bad check bookkeeping charge of \$35.00 and future payments will be required to be made by money-order, certified check or credit card on website at www.greenbeltchildrenscenter.com. *The Center does not have the staff to maintain vigilance over the responsibility of the parent to pay for their children's tuition.* Payment is expected on time. Cash payments will not be accepted. Any overage will be handled as a credit to your account. A copy of your photo identification must be on file in the office.
12. In the event legal proceedings are required to collect any unpaid balance due to the Center, the parent agrees to pay said balance, all late fees and 10% interest from date of accrual and court costs including attorney's fees.
13. The Center reserves the right, after notification and hearing, if requested by the parents, to require the withdrawal of any student whose presence in the Center is regarded by the Center to be incompatible with the philosophy and/or policies of the Center. The Center will not be required to substantiate the cause for dismissal.
14. Parents grant permission with their signature for field trips which are taken periodically outside the Center, but as a part of the program. Parents grant permission to attend events in the Terrace Room of this building. Notice of any field trips will be posted at the Center.
15. I/ We give permission for the child's name, voice, and photographic likeness to be used by personnel, reporters, journalists or photographers employed by the news media, public, private or government agencies. Parents also grant permission for photographs of children to be used in any brochures, publications or media describing the Center which are distributed/available to the public. GCC is not responsible for photos taken by other parent/guardian or visitors and posted to social media.
16. This Agreement constitutes the complete terms and agreement between the parent and the Center. Any verbal statements made by anyone employed by the Center do not negate or modify the terms of this Agreement.