



THE ENTERPRISE CHILDREN'S LEARNING CENTER, LLC

Cultum Intellegentia

67 KETTERING DRIVE
UPPER MARLBORO, 20774

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WWW.ECLCLEARNING.ORG



CONTRACT 2023-2024

**BEFORE/AFTER-SCHOOL CARE /
DISTANCE LEARNING**

**FOR RETURNING STUDENTS - NON-REFUNDABLE RE-REGISTRATION FEE \$40.00
SHOULD BE INCLUDED**

Or

**FOR NEW STUDENTS – A NON-REFUNDABLE REGISTRATION FEE OF \$80.00 SHOULD
BE INCLUDED**

CHILD'S NAME: _____

SCHOOL OF ATTENDANCE: _____

START DATE: _____

Does your child have an IEP/IFSP? If YES, are you willing to provide a copy: _____

ECLC's Philosophy:

The Enterprise Children's Learning Center provides enriched care for students between the ages of 2 years to 12 years of age. ECLC's philosophy is to provide a curriculum that will develop the individual child on an independent basis. The staff of *Enterprise Children's Learning Center* believes that children should have the freedom to develop at their own pace and not be judged based on their peers.

The classrooms at *The Enterprise Children's Learning Center* provides self-corrective manipulatives, which stimulate multi-sensory skills, develops small and large motor skills, builds hand-eye coordination, encourages movement, and allows the child to explore through play. On a daily basis, children will embrace math, language, science, music, art, and practical life skills.

ECLC believes parent involvement is a crucial part of developing a well- rounded child. We encourage parents to volunteer and participate in their child's young educational career.

Parents at ECLC are encouraged to: visit the center at any time, share hobbies and or special talents with your child's classroom. All children benefit from a mutually supportive environment. One of the goals at

ECLC is to build your child’s self-esteem, which is done through respecting and learning from individual needs, cultures and preferences.



The philosophy at *The Enterprise Children’s Learning Center*, is based solely upon the needs of your child(ren). All children need to be able to express themselves in an environment that is supportive and nurturing by adults and their peers. Children need to know that their needs are being met in a nurturing, safe, and healthy environment. Children have to be able to make safe choices in an environment that is specifically tailored towards their needs with age-appropriate activities.

BRIGHTWHEEL APP: This is an app that all parents/guardians should join *Brightwheel*. Through this *Brightwheel* app ECLC will manage attendance, billing, enrollment, end of year tax information, learning, pictures and most importantly parent communication. You will be able to reach us via email, phone, and or sending a message through the *Brightwheel* app.

Tuition Schedule / Services:

School Aged Distance Learning = \$210.00 weekly includes days schools are closed EXCEPT FEDERAL HOLIDAYS (see ECLC calendar)

Before/Aftercare = \$140 weekly

Aftercare = \$125 weekly

Before care = \$75 weekly

Transportation Roundtrip = \$80 weekly (separate contract)

Transportation One Way (from home to school / from school to home) = \$40 weekly (separate contract)

Full Day Care Services (6:30a.m. – 6:00p.m.) = \$210 weekly (separate contract)

Saturday Care (8:30a.m.-4:30p.m.) = \$100 per Saturday (separate contract)

Distance Learning (6:30a.m. – 6:00p.m.) = \$210 weekly

_____ Monthly payment plan. (full payment due by 5th business of month)

_____ Weekly payment plan. (due the first business day of the week of service)

_____ Bi-weekly payment plan. (Due 1st and 3rd Monday of the month)

These fees are based on booked days **NOT ATTENDANCE**. **Refunds and credits will not be given for days when your child does not attend. Refunds and credits will not be given for days that ECLC will be closed due to but not limited to holidays, inclement weather etc.** Refunds will not be given for days your child(ren) are out due to illness or vacation. Full tuition is due if your child(ren)'s classroom or school is closed for any reason. Full tuition is due if your child is quarantining due to COVID-19 positive test results.

All payments are due before services are provided. Weekly payments are due the Friday before the week of care or the Monday of the week of care. Monthly payments are due during the first 5 business days of the month. Payments received after these contracted dates are subject to a \$30.00 late fee. Unpaid fees are subject to immediate suspension or termination of care unless a reasonable arrangement has been made between the office and the parent. All payments are made through the **ECLC *Brightwheel* app**. Checks, cash, credit cards or money orders are acceptable forms of payment.

Part-time students/After-care students/Distance Learning students:

Part – time students= any child who is not in the care of ECLC five days a week. Days must be specified on the contract. There are no make up days for part time students due to illness, center being closed for holidays etc. Emergency care rate for Part – time students \$50.00 may be arranged if the office is given adequate notice, and if space permits.

After-care students = any students who attend after 2p.m. Part- time and After-care students are required to attend **ONLY** the days and or times that are contracted unless pre-authorized through the office and if space permits. On the days that schools are closed, Aftercare students may still attend.

Distance Learning Students= All school agers who are enrolled in school and are not physically present at school, but is participating through online classes.

NSF Policy (non-sufficient fund):

A fee of \$30.00 will be charged for NSF checks. Upon the second NSF check, the parent/guardian will be required to pay all subsequent payments by money order or cash only.

Holidays:

ECLC acknowledges the Federal Holidays. ECLC will be CLOSED on the Federal Holidays. Full tuition is due.

ECLC Vacation: ECLC is closed during the week before PGCPs new school year. Full tuition is due during this time.

ECLC is closed during the winter break of PGCPs. Full tuition is due.

Meals:

Before/aftercare children will be provided breakfast, and a P.M. snack. If your child has any food allergies, or require more than what we provide as a snack, please provide a healthy snack for your child. Per Office of Child Care Administration, **SODAS ARE NOT ALLOWED**. Foods that need to be kept warm should be warmed at home and transferred to a Thermos which will maintain a warm temperature. Fees are not reduced if you provide breakfast or snacks for your child.

Inclusive Classrooms:

ECLC does not discriminate against children with disabilities. The staff of ECLC will ensure that all children are welcomed and nurtured, and that all children are presented with equal opportunities to

participate in daily routines, and activities in the program. Sharing this information with the Director and your child's teacher will help us better prepare activities for your child.

Family Engagement:

We encourage all families to get involved in your child(ren)'s after school activities. The Before/Aftercare classes take field trips on days when schools are closed, and have a travel camp during the course of the summer. The travel camp has 3-4 field trips a week. Parents are more than welcomed to volunteer on those trips. In fact, we encourage parents to partake in the field trip festivities. Every year we have a theme called "Workers in the Community" where we first extend an invitation to those parents to come in and discuss their job with our students, and then engage them in a question/answer session. Once a year, usually during the beginning of the summer, a questionnaire is sent out to all parents which asks about programs you would like to see implemented in the day care or any suggestions you may have to improve your child(ren)'s learning environment. Your input during this time is appreciated.

Inclement Weather:

In case of delayed openings or closings, we will inbox you through the *Brightwheel* app and leave a message on the center's voicemail as soon as a decision has been made. The message through *Brightwheel* goes directly to your phone and or email. Please provide a working email on the **Registration Form**. This email should be one that is checked on a regular basis. All notifications from ECLC will come through this *Brightwheel* account. Should ECLC have to close due to inclement weather, tuition is NOT REDUCED.

ZERO TOLERANCE SICK POLICY:

Sick Policy:

Please notify ECLC ASAP if your child(ren) will not need to be picked up on any given day. Failure to notify the center a change in pick up from the school can and will be subjected to a fee of \$20.00.

COVID-19:

ECLC takes the spread of COVID-19 very seriously. We rely on the honesty of our families to help prevent the spread. In our efforts to help keep a safe learning environment we will record temperatures twice daily. The first recording will be at the door at the time of drop off. The second recording will be after lunch. The center may ask families the necessary health questions to see if anyone has been in physical contact with individuals who either have COVID -19, AND OR COVID -19 SYMPTOMS. ECLC reserves the right to not admit **THOSE CHILDREN INTO CARE.** ALL PARENTS WILL AGREE THAT IF YOUR CHILD(REN)'S TEMPERATURE REACHES 100.5 YOU WILL REMOVE THE CHILD FROM CARE ASAP AND PROPER AUTHORITIES WILL BE CONTACTED. Parents will agree that a child exhibiting the following symptoms but not limited to (e.g. fever, infection, diarrhea, communicable disease, skin rash or any other type of illness that may be passed on to others), that child may not return to care without a doctor's note AND or until the illness is cleared and manageable without treatment. Additionally, that child must be free and clear of all symptoms for 24 hours before returning to daycare. Admitting children back into care remains at the center's discretion. **The center will no longer administer medication until further notice.** If your child requires medication, PLEASE KEEP THEM HOME to protect the well-being of other children and staff. If children are too sick to go outside, PLEASE KEEP THEM HOME.

PARENTS WILL ADHERE TO THE ZERO TOLERANCE SICK POLICY OTHERWISE CARE WILL BE TERMINATED IMMEDIATELY.

If your child's classroom is closed due to COVID EXPOSURE, the tuition is not reduced. You will be expected to pay the full weekly tuition.

Termination:

The Enterprise Children's Learning Center reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety of other children and staff. (See Discipline Policy)

Withdrawal:

Parents will agree that a minimum of two weeks' notice will be given for permanent withdrawal.

Toys and Electronics:

ELECTRONICS MAY BE BROUGHT IN ON FRIDAYS ONLY! Or other days when school is NOT in session and the Teachers allow. Electronics are a distraction. Fridays are considered our 'relax' day. That is the day when we watch movies, the students may play the Wii, and they may play on their electronics. If you allow your child(ren) to bring in electronics, please understand ECLC is NOT responsible for any lost, damaged, or stolen products. ECLC highly discourages the use of electronics and does not want these devices on site.

Discipline Policy:

The Enterprise Children's Learning Center's discipline policy is strongly enforced in order to protect other children and staff of ECLC. **All teachers are advised and encouraged to keep daily notes of their children's progress and work within the center.** All classroom rules are explained and discussed daily during Circle Time. Classroom Rules are posted on the wall in each classroom with a picture accessible for all children at all levels to understand. Some behaviors that are disrupting to the learning environment are but not limited to: biting, hitting (most physical touching), screaming, profanity, and throwing. The Teacher provides the child with choices. We re-direct the child to choose another activity in the room. We encourage the child to find another activity such as playdough, colouring, or building with Legos. We ask the child if they want to play with someone else, or prefer to play alone. We explain to all children that they need to use their words instead of hitting or biting, or kicking. However, if a situation persists, i.e biting, hitting, throwing etc. the teacher or Director may informally address the parent at the time of pick-up about the behavior. If this behavior continues, the teacher or Director may ask to have a conference with the parent and discuss the behaviors demonstrated by their child. The purpose of this conference will be solely to establish a plan of action to modify this behavior. Teachers will keep parents informed of any changes in behavior. Additionally, teachers will continue to keep a daily log. The safety for all children enrolled at *The Enterprise Children's Learning Center*, and the staff of ECLC is priority. Happy, safe, and nurturing is a healthy environment to work in for children and staff.

Drop-off Policy:

Parents should drop their child off in time for your child to be taken to school by the van. Please understand, your child's school is NOT the only school we service. Depending on the start time, your child may be riding with other children who attend a different school but may start about or around the same time. Therefore, we will tell you what time your child needs to be at the center in order to arrive at school on

time. Should you miss that drop-off time, and you have to take your child to school, there will be no compensation on the tuition. Days that school is closed and ECLC is open, all children need to arrive at ECLC NO LATER THAN 9:30A.M. Unless notified, parents will provide a lunch.

Pick-Up From School: ECLC will only pick up at the designated time that school is closed or may close early due to inclement weather, PGCPs calendar early dismissal days, etc or any other state of emergency that may close PGCPs. You will be responsible for pick ups should your child get sick while in school or any other reason other than PGCPs closing, and they may NOT COME TO THE CENTER.

Homework Policy:

Parents should ALWAYS double check your child's homework in the evenings. Your child is one of many children we are assisting with homework. Projects, and big assignments should NOT be expected to be completed in Before and Aftercare. We have a time set aside for homework, after the allotted time, homework is put away whether it is completed or not, and we move onto other projects we have planned. We make every effort to make sure homework is complete and correct. It is the parent's duty to double check. If there are problems with the homework, please address it with the teacher and Director.

Pick-up Policy:

For the safety of your child, children will only be released to individuals authorized on the **Emergency Card**. If parents wish to add people to their **Emergency Card**, please come in and do so. Please understand, staff may still call a parent to verify an individual on the E.C. is allowed to pick up if that individual has not picked up before, or if we have not been previously notified. **THIS POLICY IS STRICTLY ENFORCED AND IS FOR THE SAFETY OF YOUR CHILD(REN).**

Late Pick-up Policy:

Advise the day care immediately if you will be arriving later than the scheduled time (6:00p.m.) to pick up your child. A phone call is only a courtesy call. All late parents will be charged a late fee:

Late charges: \$1.00 per minute

This late fee **IS ENFORCED**, and will be due at the time of pick up. Failure to pay these late charges can and will result in either suspension or termination from the program. **Excessive lateness can result in termination from the program.** Parents should understand that staff has other obligations after work and their personal time and needs have to be taken into consideration.

Photographs/Videos:

Photos and videos may be taken of your children during field trips, and activities in the daycare for advertising or promotional opportunities.

Field Trips:

We will take field trips when school is closed and the daycare is open. Parents will be responsible for the cost of the field trip. Parents will be notified about the field trip. Signing the contract will allow ECLC to transport your child(ren) to and from the field trip. If an outside transportation contractor is hired for transportation purposes, parents will be notified.

Guide to Regulated Child Care:

Can be found at www.earlychildhood.marylandpublicschools.org/regulations.com

PARENT/GAURDIAN'S COPY
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I/We _____, _____
(Parent/Gaurdian) (Parent/Gaurdian)

Ebony Tillman, ECLC (Date)