



THE ENTERPRISE CHILDREN'S LEARNING CENTER, LLC

Cultum Intellegentia

67 KETTERING DRIVE
Upper Marlboro, MD 20774
PH: 301.636.9838
WWW.ECLCLEARNING.ORG



CONTRACT 2023-2024

DAYCARE

NON-REFUNDABLE REGISTRATION FEE \$80.00 SHOULD BE INCLUDED

CHILD'S NAME: _____

FULL TIME: _____

PART TIME 4 DAYS ONLY

(SPECIFY DAYS): _____

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, LLC 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 app ECLC will manage attendance, billing, enrollment, learning and most importantly parent communication. At the end of the year, parents will be able to access complete tax information through your *Brightweel* account. You will be able to reach us via email, phone, and or sending a message through the *Brightwheel* app.

Tuition Schedule:

Full Day: 6:30a.m. – 6:00p.m. = \$220 (weekly) or any amount of a Full Day will be based on the Full Day Rate.

5 Part Time Days: 6:30a.m. - 12:00p.m. OR 12:00p.m. – 6:00p.m. = \$110 (weekly) Late fees accrue after your contracted time. (See Late Pick Up Policy)

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

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

_____ 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.**

PART TIME: Part time students are as the days you specify on your contract. There are no make up days for part time students. IF you need Emergency Care on the days you are NOT CONTRACTED FOR, that has to be cleared through the office. Emergency Care space is available if staffing and space permits. These are regulations implemented by the Office Of Child Care Administration through the State of Maryland.

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 will be made through the **ECLC *Brightwheel* app.**

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

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

ECLC acknowledges all Federal Holidays. ECLC will be closed on Federal Holidays. Full tuition is due.

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.

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. Emergency care rate for Part – time students \$50.00 may be arranged if the office is given adequate notice, and if space permits

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.

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. We do not allow frozen foods or Oodles of Noodles/Ramen. Fees are not reduced if you provide snacks or lunch 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.

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, 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. 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. **Should the classroom shut down to COVID-19 for quarantining, the full tuition amount is due. If your child(ren) is expected to quarantine due to infectious disease, full tuition is due.**

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

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.** Some behaviors that are disrupting to the learning environment are but not limited to: biting, hitting (most physical touching), screaming, profanity, and throwing. It is through our experience that most issues can be worked out in the day care environment. Staff's approach to the child exhibiting these behaviors will be to either give the child a choice of whether, s/he wants to continue to participate with the group or have a seat away from the group until they are able to re-group. The second alternative will be to redirect the child. The teacher can re-direct the child that is exhibiting this behavior away from the child or group of children by simply showing them a different activity like coloring, or play dough, or a toy that involves only one person (that child). 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. We give kids 2-3 weeks to correct negative behavior. During this 2-3 week time frame, teachers will keep parents informed of any changes in behavior. Additionally, teachers will continue to keep a daily log. If the behavior is not modified within 2-3 weeks, it is at the discretion of ECLC to either make contact with the parent again or ask the parent to find a new place of care for their child. 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:

All students need to be dropped off at the daycare no later than 9:30a.m. unless followed by a Dr.'s note.

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**, a written and signed note must be either brought in or a phone call. **THIS POLICY IS STRICTLY ENFORCED for the safety of your child(ren)**. Please know if an individual arrives to pick your child up without notification from the parents/guardians, we will call for verification.

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 following the first 15 minutes

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.

Guide to Regulated Child Care:

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

PARENT/GAURDIAN'S COPY

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DAYCARE

I/We _____, _____
(Parent/Gaurdian) (Parent/Gaurdian)

Stephenia Renee Stevenson, ECLC (Date)