



Kids Edu Caring Place LLC- Service Contract

700 Springfield Avenue
 Baltimore, Maryland 21212
 410-433-3186
KidsEduCaringPlace@gmail.com
www.KidsEduCaringPlace.com

Child's Picture

This contract gives permission for care and holds harmless Kids Edu-Caring Place LLC and all other companies that begin with the same name "Kids Edu-Caring Place" (hereafter referred to as Kids Edu-Caring Place or KECP) its employees, administrators, and partnering entities from all liability resulting from care offered. Similarly, it releases from liability the center and the above named persons, programs, and partnering businesses from liability resulting from injury, incident, accident due to use of Kids Edu-Caring Place –owned, contracted, leased, or rented vehicles, used for the purpose of transporting students or equipment used by Kids Edu-Caring Place center participants. This contract gives permission for Kids Edu-Caring Place to pursue contracted sponsors parents/guardians) for unpaid charges, penalties and fees including but not limited to tuition, activity fees, late fees, court fees, and all other costs resulting from such legal actions. This contract cannot be revoked unless written agreement is made between all sponsors and Kids Edu-Caring Place. Signatures included on this version of the service contract agrees to the terms of future updated contracts. Terms are subject to change without notice.

Student Information

Name: _____ DOB: _____ Age: _____ Sex: _____

Name: _____ DOB: _____ Age: _____ Sex: _____

Name: _____ DOB: _____ Age: _____ Sex: _____

Name: _____ DOB: _____ Age: _____ Sex: _____

Home Address: _____ Zip Code: _____

Parent /Sponsor Information

Mother's Name: _____ SSN: _____ - _____ - _____ DOB: _____

Address: _____

Home Phone: _____ Cell: _____ Email: _____

Employer/School: _____ Title: _____

Work Phone: _____ Work Address _____

Father's Name: _____ SSN: _____ - _____ - _____ DOB: _____

Address: _____

Home Phone: _____ Cell: _____ Email: _____

Employer/School: _____ Title: _____

Work Phone: _____ Ext: _____ Work Address _____

Credit Card/ Bank Account /Card # _____ - _____ - _____ Exp: _____ Type or Routing # _____

Name on Bank Account/Card: _____ Bi weekly/Monthly Withdrawal Amount: _____

Permission to Pick Up: Please list the names of persons that have permission to pick up your child. They must have Picture ID for release or you must call ahead on the day of planned pick up: _____

Emergency permission to transport and treat the child at the hospital must be consented to by legal guardian for medical, dental or surgical needs. Reasonable attempts will be made to contact you by staff during the emergency. Staff will accompany child to the hospital and meet you there. You hereby accept financial responsibility for such actions taken on behalf of your child's care. Sign Here:

Unauthorized Contact: Please list any person unauthorized to visit or retrieve your child from care. Provide court order if applicable.

Food Allergies/Special Needs/IEP/IFSP: List all Allergies or special needs Ex: Epi Pen. Submit copies of IEP/IFSP.

KECP is required to serve milk at every meal. If milk allergy exists you are required to provide an alternative for your child weekly. Ex: Lactaid, Almond Milk etc.

Exclusion from Care: By order of BCHD, Kids Edu-Caring Place can't provide care to children that exhibit signs/symptoms of communicable disease. Students will not be able to return to care until after the period of communicability with a doctor's note. The cost for your child's space will be charged at the regular rate during medical exclusion. Parents called for sick child pick up must arrive/send approved person for pick up within one hour to avoid permanent termination of care.

Emergency Closing Policy: Kids Edu-Caring Place follows Baltimore Public School Schedules for weather related emergencies. Parents are still responsible for the cost of care during weather related closings. KECP is also closed for the following Paid holidays: New Years Eve, New Years Day, Dr. MLK Day, Presidents Day, Easter Spring Break, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanks Giving Day, Christmas Eve & Christmas Day, Winter Break. If either of the above days falls on a weekend, then the holiday will be celebrated either the preceding Monday or Friday. Center closing for non holiday and weather related emergencies signify center vacation days, and the cost of each of these periods is charged at the full rate of care, unless otherwise noted in writing. CCS Vouchers that expire or that are disputed by CCS are responsible for the full cost of care. Parents are encouraged to ensure that all information due CCS is submitted in a timely fashion to avoid being charged full rates or being denied care for non-payment.

Registration Fees: All families are required to pay an annual registration fee per child (childcare and or camp) in order to enter or continue care. Fees are due at the beginning of each program (June for camp and August /September for academic programs). MSDE may be able to help with enrollment fee. Students that enter program after the start date ARE required to pay full registration fee.

Payment Schedule/Fees: Kids Edu-Caring Place charges the following fees for care: _____ Payments are due on Monday before care is offered. Letter of guarantee is not accepted. Parent must have Valid Voucher from CCS before accepted into care. Parent must pay the co-pay as required. Voucher nonpayment issues will result in suspension of care until payment is received. Late payments are charged a fee of \$10 per day. Payments not received by Wednesday will result in suspension from care. Suspension from care does not terminate the payment obligation listed on this contract. KECP reserves the right to pursue legal action and to notify credit reporting agencies of non-payment. KECP will pursue parents for non-payment of fees and parents assume full responsibility for all costs related to the pursuit of fees including but not limited to care, legal fees, and any additional costs incurred in that process. KECP will notify CCS (Vouchers) in reference to non-payment of childcare fees and co-payments. Payment is due regardless of absence or suspension status. A 2 week written notice must be given for termination of care. Automatic withdrawal accounts will be set up for each family enrolled through your bank. Payment options are Weekly, Bi-Weekly, and Monthly. For families without bank accounts you will need to secure one OR pay Weekly, Bi-weekly or Monthly Payments may be made by Credit Card or Debit Card Only. **NO CASH payment is ever accepted onsite.**

Pictures: KECP records its programs and activities via flash/ digital photography and video. These images may be used for publications, Facebook, Instagram Ads and or Web sites. Your signature below confirms your acceptance.

Surveillance Cameras- Security is one of our top priorities. The site is equipped with cameras that are monitored and operate 24 hours per day in order to ensure the health and safety of staff, students and families that attend the facility. Cameras have remote viewing capabilities for added protection.

Discipline Policy: Reflecting and talking to children about positive behavior options. Offering choices and options to children in care. Redirecting children to other activities that are more appropriate in a classroom setting. Meditation and Self- Reflection. Conferencing with parents as needed to develop a consistent plan for home and school. Behavioral Referral, Suspension or Termination as needed based on the severity of the situation. Director reserves the right to terminate care immediately without notice for extreme behaviors that poses dangers.

Supplies: Parents are required to ensure that students have the required supplies daily. One full change of clothes, a blanket, a crib/cot sheet, diapers/pull-ups, baby wipes, formula if required, and any special needs supplies.

Trips /Neighborhood Walks: Your signature below gives permission for your child to attend trips, walks, and be transported in vehicles owned, leased, or contracted by Kids Edu Caring Place. It adheres to the same level of permission and waivers of liability listed in the permission slip being substituted.

Transportation: KECP provides transportation as a courtesy service to its families. Parents agree to hold harmless KECP, its vehicles (owned, leased, or contracted), staff and volunteers for any incident or accident that occurs while utilizing such service. If booster seat or car seat is required parents must provide one for daily use at the center. Fees apply despite absence from service, non-usage or cancellation of service. Such fees are due at the same time as the tuition.

Uniforms: All school students are required to wear appropriate uniforms that are kept in good condition daily. Closed Toe Shoes and Sandals are also required to protect kids from accidental injury. Center Logo T-Shirt is required to be worn for all field trips.

Late Pick-Up Fees: If running late other pick up arrangements must be made by parents and you must call. 15 minutes after the center closes, **KECP charges a fee of \$15.** Additional \$15 is charged 15 minutes, 30 minutes and 45 minutes after closing. Payments are due within 3 days to avoid suspension of care. After 1 hour of lateness and no contact from parents, or other authorized pick-up person, CPS will be called for child abandonment because the center can't take children into personal possession. Repeat late pick-up occurrences can result in termination of your care services. The teachers must leave on time as scheduled as they have families and other responsibilities to tend to.

Termination of Care: Two week written notice is required of parent to terminate the contract. Center may do Immediate Termination for disrespectful/confrontational parents so please be nice. Termination can also be done by center for repeat nonpayment occurrences, or if a health or safety concern for staff or other students occurs. In the event of such termination, full cost for the final week of care is still due.

Child Care Program Type	Springfield Location	Cost of Care	Your Selected Services Days & Times
Enrollment Application Fee		\$ per child	
Full Day Care		\$ per week	
Before Care Only (2 hours or Less)		\$ per week	
After Care Only (Less than 4 hours/day)		\$ per week	
Before & After Combination		\$ per week	
School to Center/Center to School Transportation		\$ per week per direction	
Home Transportation (Enrolled Students Only)		\$ per week per direction	
Drop In/Per Day Care (Full Day - more than 5 hours)		\$ per day	
Drop In/Per Day Care (Part Day - less than 4 hours) Aftercare only		\$ /day	
School Closing- Extended Day - Snow Days, Professional Development , Holidays, (Extra Fee on regular care rate)		\$ /day in addition to aftercare fee	
School to Home Transport Only (Not Enrolled Students)		\$ one way or \$75 Round Trip	
Overnight Care		\$ per week	
Spring Camp		\$ per week	
Summer Camp		\$ per week	
Winter Camp		\$ per week	
Yoga /Meditation		Per week	
Self Defense Martial Arts		Per week	
Music/Dance		Per Week	
Foreign Language		Per Week	
Multi Sibling Discount		- \$ %	
Total			

Parent Print: _____ Signature: _____ Date: _____

Parent Print: _____ Signature: _____ Date: _____

Center Print: _____ Signature: _____ Date: _____

Circle the Services Needed: Available services depend on the need and demand. Some services may not be offered at all times so inquire about the availability.

- Full Day Care Before Care Only After Care Only Before & After Care Overnight Care Only Home Transportation Only Spring Camp
 Winter Camp Summer Camp School to Center Transportation Drop-In Care School Closing Extended Day Care Transportation Only Snow Day Care

Financial Account Policy

We provide quality services to families. In order to continue to provide high quality programming the enforcement of this policy is vital. Please review the schedule of fees listed in your service contract fir exact program costs. This financial policy explains payment due dates, added costs, and the policies in place in the event that the terms of the service contract is not met. This can be viewed online on the website anytime.

Payment Methods: Kids Edu Caring Place will set up a payment plan for parents upon enrollment of the child. Cash is NEVER accepted onsite. The preferred method of payment is through automatic electronic payments only. Parents will receive invoices for payments due and can pay through Pay Pal, Visa, Master Card or Discover Card. The payments will automatically be direct debited from the checking account weekly/biweekly as agreed. Money Orders, Certified Checks, Foster Care Subsidies and Purchase of Care Vouchers are also accepted. If paying with certified check include in the memo area child's name.

Payments not received by the close of business on Monday will result in suspension of care. Suspension status prohibits children from entering care until full payment is made. Payments for all children in one family must be made in order to avoid all children from suspension status. Suspension does not terminate service contract or obligation to pay as listed in the service contract. Families that fail to bring their account current by the close of business on Friday may face termination of care. Re-registration will be required after 30 days of non-payment.

Attendance: Fee charged secure enrollment in a child space in the center. Fees are not based on attendance. Therefore, fees are not decreased or waived due to absence in care. Children that are on financial or behavioral suspension and children that are absent due to sickness are charges for care under this policy. Late fees are charged despite absence from care, as well.

Emergency Closings: KECP uses own discretion for determining the need for closing due to unsafe weather conditions. Often times we follow BCPS School schedules for weather related emergencies. If KECP closes, parents will be notified via Email, Mass text message or local WBAL-TV Station Outlets as soon as closing is determined to take place.

School Closing Care: When the city schools are closed and KECP remains open families are charged an additional fee for extended day. This fee is based on attendance only. The fee is added to the following week's tuition payment. Families that do not attend care on that day are not charged this fee but there is no reduction in the usual fee for that day.

Holidays/Vacation Days: KECP closes for Transition weeks typically held before the last week of the year and during spring break. These are paid vacation weeks for the facility so parents are required to pay tuition as usual. This enables the loving, caring staff to have their paid vacation time with their families so that they can come back refreshed to care for your little ones. Please plan alternate care accordingly for your children. Other vacation day observances are as follows: New Year's Eve, New Year's Day, MLK Day, Presidents Day, Easter, Spring Break, Mother's Day, Father's Day, July 4th, Memorial Day, Labor Day, Veteran Day, Thanksgiving Day, Christmas Eve, Christmas Day Winter Break, and Professional Development Days. If either of the above falls on a weekend, then the holiday will be celebrated either the Friday/Monday before/after. Center closing for non-holiday and non-weather related emergencies signify center vacation days.

Open Door Policy: KECP's Director has an open door policy for the center in reference to concerns/complaints. So if there is ever a problem with our service, teacher conflict, facility issue, suggestion or a concern please discuss it with the teacher or Director FIRST so that we can work to resolve the issue. **Never be afraid to discuss an issue with us because we care about positive parent relationships.** We all have the same common goal which is to care for and teach your wonderful children. A commitment to having Respectful Communication is the key to achieving that goal for the children **Together.**

Extra Activities: KECP offers a variety of fun, child friendly, skill building Extra Curricular activities that will be available for children to participate in on a weekly basis with parent permission. There will be a permission and fee form to complete. These skill classes will be offered for an additional fee because outside vendors will be brought into deliver the content to the children. Ex Self Defense Instructor, Dance Instructor etc. will come to teach the children skills.

Refunds: Refunds are not offered for the cost of care or registration fees. If credit is granted, credits on accounts cannot be transferred to other families. However, credits can be used for other children in the same family.

Legal Action: KECP reserves the right to pursue legal action and to notify credit reporting agencies of nonpayment. KECP will pursue parent s for non-payment of fees and parents assume full responsibility for all costs related to the pursuit of fees including but not limited to care, legal fees, and any additional costs incurred in that process. KECP will also notify CCS in reference to non-payment of childcare fees and co-payments which could place a hold on vouchers if reported.

I have received, read and understand the financial policy of Kids Edu-Caring Place. My signature constitutes my agreement with all policies.

Parent/Guardian Sign: _____


Date: _____

Parent/Guardian Sign: _____

Date: _____

Director Sign: _____

Date: _____

 Welcome to The KECP Family! 