

SILVER SPRING DAY SCHOOL 2013-14 ENROLLMENT AGREEMENT

New Student Information	Last Name	First Name
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Program	2 day	3 day	4 day	Pre K	Co-op Option	full	1/2	non
						all programs	all programs except Rolling 25	3,4,5 day programs

Co-oper(s)	Full Name	Full Name
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By initialing the below terms and signing this Enrollment Agreement, I/we agree to comply fully with SSDS policies and obligations. This document represents the full agreement of the parties, and that no promises, discussions, or side agreements are relied upon in entering into this agreement.

_____ 1. Student Paperwork	<ul style="list-style-type: none"> •OCC 1214 Emergency Form and OCC 1215 Health Inventory will be submitted no later than July 1 per SSDS and Maryland State Department of Education/Office of Child Care (MSDE/OCC) licensing requirements. •OCC 1524 must be viewed at http://www.aacc.edu/cdc/file/ParentBrochureMSDEDecember2007.pdf
_____ 2. Co-oper Paperwork	<ul style="list-style-type: none"> •OCC 1204 Medical Report For Child Care will be submitted prior to September 1.
_____ 3. Parent Job	<ul style="list-style-type: none"> •All families, per each student enrolled, are required to perform a parent job regardless of co-op option. •Nannies are not allowed to hold a parent job. •\$250 non-participation fine will apply if the job commitment is not fulfilled satisfactorily; failure to pay this fine will result in withdrawal from SSDS.
_____ 4. Afternoon Pick up	<ul style="list-style-type: none"> •\$1 per minute late charge applies for every minute after 12:30 pm or 1:30 pm class dismissal time. •This policy also applies for all SSDS auxiliary programs.
_____ 5. Fundraising	<ul style="list-style-type: none"> •All SSDS families are strongly encouraged to participate in all fundraising activities.
_____ 6. Program Placement	<ul style="list-style-type: none"> •SSDS is not staffed to accommodate students that require an individualized education/class plan. If it becomes apparent that the behavior and needs of the student are greater than the structure provided, a meeting with the executive director and child's teacher will be scheduled. Based on the student's needs, all SSDS families have a responsibility to their child(ren), the class and the school community to find the most appropriate class environment. In a small number of cases, this may require leaving SSDS.
_____ 7. Class Cancellation	<ul style="list-style-type: none"> •If a substitute teacher cannot be identified, class could be cancelled. •If a class is under-enrolled SSDS reserves the right to cancel the class. •Should a cancellation occur, refunds will be limited to currently enrolled students.
_____ 8. Equipment & Publicity	<ul style="list-style-type: none"> •Permission is granted for the student to use all play equipment; participate in all activities at SSDS; be photographed, and for the photographs to be used to promote SSDS; and participate in walks in surrounding neighborhoods.
_____ 9. Classroom Participation	<ul style="list-style-type: none"> •Full Co-op – up to 12 times per year •½ Co-op – 6 times per year •Arrival on co-oping day is no later than 15 minutes prior to class start time. •Arrival after the 15-minute arrival period for a scheduled day results in a written warning; after the second warning a fine of \$50 will be assessed. •Ensuring that the classroom is in order and in ready condition for the next time the class meets is required. •Failure to appear on a scheduled co-op day and to not identify another classroom parent as a replacement results in a \$75 substitute fee. After a second occurrence, the \$250 non-participation fine will be assessed.
_____ 10. Clean up Days	<ul style="list-style-type: none"> •Beginning of school and mid year participation is required. •In the event a family is unable to attend on the scheduled dates, another clean up duty will be assigned. •Families who fail to fulfill clean up duties will be assessed non-participation fine of \$250 and could be asked to leave the school.
_____ 11. Back to School Night	<ul style="list-style-type: none"> •Attendance is required – date TBA.

_____ 12. New Family Status	<ul style="list-style-type: none"> Attendance at New Parent Orientation is mandatory Shadowing an experienced co-oping parent on one occasion prior to the start of the subsequent school year is required (if co-oping) \$50 Enrollment Fee due now Payment 1 due now
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13. Program Fees

Fees and Assessments				Annual Tuition			
Enrollment			\$50	Program	Full Co-op	½ Co-op	Non
Activity Fees	\$65/2 or 3 day	\$90/4 day	\$100/5 day	Rolling 2 day	\$287 monthly	n/a	n/a
Returned Item/Insufficient Funds			\$40	2 day	\$3240	\$3890	n/a
Missed Co-op			\$75	3 day	\$3600	\$4250	\$4850
Non Participation			\$250	4 day	\$4250	\$4900	\$5500
Tuition Payment after the 1 st of the month			\$40	5 day	\$5230	\$5880	\$6480

Payment options during the school year – please choose one.	
8 Payments	Debited the first of each month September+Activity Fee, October, November, December 2013 January, February, April, and May 2014
	Account# _____ ABA Routing# _____
4 Payments	Recurring Credit Card Charge OR Check, Cash or Money Order September+Activity Fee and November 2013 January and April 2014
	Account # _____ Exp. Date _____ 3 Digit Code _____
	Name as it appears on card _____ Card Type V MC D
	Billing Address _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Street City, State Zip code </div>

_____ 14. Payment Policy	<ul style="list-style-type: none"> Tuition payment option remains in full force and effect until SSDS has received written notification of its termination in such time and manner to afford SSDS a reasonable opportunity to act on it. Additional program payments are due upon receipt of invoice. If student account is 30 days past due, SSDS reserves the right to charge balance due to credit card account indicated above. SSDS reserves the right to remove any student whose parent(s) fail(s) to fulfill their financial obligation
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_____ 15. Withdrawal Policy	<ul style="list-style-type: none"> Any notice to withdraw shall be made in writing to the executive director, at least 30 days prior to the child's last day at SSDS. SSDS will not offer pro-rated tuition for partial months without prior agreement. If notice of withdrawal is not received prior to December 1, the applicant(s) agree(s) that the applicant(s) shall be liable for the full year tuition at the rate agreed to herein. Remaining year's tuition payment is due within 10 business days of withdrawal.
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_____ Parent First, M.I., Maiden, Last Name (printed)	_____ Parent First, M.I., Maiden, Last Name (printed)
_____ Parent Signature	_____ Parent Signature
_____ Date	
<i>All families new to SSDS must provide the following information:</i>	
Social Security No. _____	Social Security No. _____
Date of Birth _____	Date of Birth _____
Street Address _____	Street Address _____
City, State, Zip code _____	City, State, Zip Code _____

By providing the above requested information, I/we understand that SSDS will initiate a Federal and State criminal background check and obtain any reports relating to criminal convictions.

2013-14 ANNUAL FEES & TUITION

PARTICIPATION

ACTIVITY FEE

	Full Co-op	½ Co-op	Non Co-op	
Rolling 2s*	\$287/month	n/a	n/a	\$65
2 day	\$3240	\$3890	n/a	\$65
3 day	\$3600	\$4250	\$4850	\$65
4 day	\$4250	\$4900	\$5900	\$90
5 day Pre-K	\$5230	\$5880	\$6480	\$100

*Based on a monthly rate due to varying start dates after September 5, 2013.

2013-14 TUITION PAYMENT OPTIONS

To secure your child(ren)'s enrollment, the equivalent of 1 or 2 months' tuition payment must be made prior to the 2013-14 school year commencing.

Payment in the form of a personal/bank check on March 1 will ONLY be accepted for the total of Payments 1 + 2.

10 PAYMENTS

5 PAYMENTS

PAYMENT ①

NON REFUNDABLE

Equivalent to 1 month tuition payment
Direct Debit only available for 2012-13
participating families

DUE MARCH 1, 2013

+

\$50 ENROLLMENT FEE

PAYMENT ②

NON REFUNDABLE

Equivalent to 1 month's tuition
payment
Direct Debit only available for 2012-13
participating families

DUE MAY 1, 2013

NON REFUNDABLE

PAYMENT ①

Equivalent to 1 month's tuition
payment

+

\$50 ENROLLMENT FEE

DUE MARCH 1, 2013

PAYMENTS ③ - ⑩

**DUE FIRST OF THE MONTH
DIRECT DEBIT ONLY**

September + Activity Fee, October, November, December 2013
AND
January, February, April, May 2014

PAYMENTS ② - ⑤

**DUE FIRST OF THE MONTH
CREDIT CARD, CHECK OR CASH**

September + Activity Fee, November 2013
AND
January, April 2014

	Full Co-op	½ Co-op	Non Co-op
Rolling 2s	\$287	n/a	n/a
2 day	\$324	\$389	n/a
3 day	\$360	\$425	\$485
4 day	\$425	\$490	\$590
5 day Pre-K	\$523	\$588	\$648

	Full Co-op	½ Co-op	Non Co-op
	\$574	n/a	n/a
	\$648	\$778	n/a
	\$720	\$850	\$970
	\$850	\$980	\$1180
	\$1046	\$1176	\$1296