



Child Name: _____ Date: _____

HLC Service Agreement

I, _____ wish to reserve an opening in the _____ classroom for my child, _____ beginning ____/____/____ full time/part time (please circle one).

I understand that by signing this enrollment contract, I am agreeing to pay the requisite amount of biweekly tuition needed to reserve a space, to be determined by Heritage Learning Center.

Bi-Weekly Tuition Rates

| Room | Biweekly Tuition Rate |
|---|---------------------------------|
| Infant Room (6 weeks to 12 months)..... | \$765 |
| 1 Year Old Room..... | \$740 |
| 2 Year Old Room..... | \$600 |
| Pre-K Room..... | \$505 (\$600 Non potty trained) |

Child Care hours for your child are _____ a.m. to _____ p.m. on the following days:
(circle all that apply)

MON TUE WED THU FRI

I understand and agree to the following:

1. The parent handbook was received, and the contents were understood. The director is available for further questions if needed.
2. Tuition rates are determined by a child's classroom and NOT by a child's age. It is possible that there are no spaces available in the proceeding classroom and that a child must stay in his/her current classroom until a space opens. If multiple children have aged out of a classroom but there is only one space available in the proceeding classroom, Heritage Learning Center management reserves the right to move the child that the most developmentally ready for the proceeding classroom. Developmental readiness is determined by Heritage Learning Center management.



3. Heritage Learning Center reserves the right to raise tuition at any point during the 2022-2023 school year. Families will receive a minimum of 60 days' notice before any tuition change takes place.
4. Welcome Week days are billed as full days.
5. Annual Registration Fee is \$120.00 and is non-refundable. It is due on August 30th, 2022 or at the time of enrollment.
6. Annual Technology Fee for our HiMama application is \$60.00.
7. A credit card must be on file for tuition and unpaid balances.
8. A copy of The Maryland State Board of Education Child Care Regulations and "A Parent's Guide to Regulated Child Care" are available from your director. The Learning Center Director is also available to discuss the child care regulations.
9. We must have a way to reach you or someone on your Emergency Contact Form at all times.
10. Breakfast is served in the morning and is over at 8:00 a.m.
11. A late policy is strictly enforced. The center closes at 6:00 p.m. Please arrive timely so that you can pack up and exit the building before closing. On-going tardiness may be grounds for dismissal.
12. If you withdraw from the center at any time or during welcome week, you are responsible for 30 days of tuition and must submit a 30 day withdraw notice. If you do not submit a 30 day withdraw notice and fail to pay any remaining balance, your credit card will be charged automatically. If Heritage Learning Center is unable to collect a balance, the center will send the tuition balance to collections.
13. Parents, guardians and enrolled students are subject to the terms, rules, and/or policies that are listed in the Heritage Learning Center Parent Handbook.

I have read the above statements and understand the contents.

Parent/Guardian Signature: _____ Date: _____

Learning Center Director: _____ Date: _____