



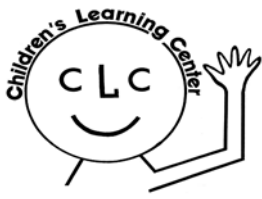
# **The Children's Learning Center**

**Child Care - Boker Birds/Erev Owls  
2009-2010**

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<http://www.clcmd.org>





# The Children's Learning Center

2009-2010

Dear Present and Prospective CLC Child Care Guardians,

Welcome to CLC! I am hoping your family is having a positive experience this year. The staff and I look forward to seeing you next year. If a new family, I am also pleased that your family has chosen The Children's Learning Center (CLC) for your Child Care needs.

You have a lot to look forward to! CLC has been an integral part of the Montgomery County Child Care community for over 30 years. It is a unique Child Care center that provides an exciting "total" program for children who attend before and after their public school programs.

The primary concern of CLC is the growth and development of our students. CLC has one of the most unique building and playground facilities of any Child Care center in Montgomery County. The homework room, the game room, and the outdoor and indoor spaces provided for your children allow them to choose different areas each day and within the day they are at CLC. There are a variety of after school activities, which parents may choose for their children.

Please take a moment to review and complete the forms enclosed with this letter. If you have any questions or suggestions, I encourage you to call the office or stop by anytime. CLC has an open-door policy and appointments are not necessary.

I look forward to receiving your application for enrollment.

Fondly,

Rena (Renee) G. Popkin  
Director

Enclosures

4511 Bestor Drive Rockville, Maryland 20853-2139  
Phone: 301.871.6600 Fax: 301.871.6015 e-mail: [renalc@gmail.com](mailto:renalc@gmail.com)  
[www.clcmd.org](http://www.clcmd.org)





**CLC Child Care Admission Policies**

1. The Children's Learning Center, Inc. ("CLC"), is an independent non-profit Jewish educational institution that admits students of any race, color, creed, religion, sex, ethnic background or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.
2. CLC does not discriminate on the basis of race, color, national and ethnic origin, or sex, in the administration of its educational policies, scholarship programs and other school administered programs.
3. CLC reserves the right to decline admission to any student whose guardians have failed to meet their past financial commitments.
4. Applicants for admission are accepted on a first-come, first-served basis.
5. Admission to CLC is dependent on completion, in full, of the CLC Enrollment Forms, payment of the applicable Registration Fee, the applicable Placement Fee and the receipt of all additional documentation.
6. The evaluation of the Enrollment Forms will be completed by the Director and the Admissions Director. This process may include:
  - a. The observation of your child.
  - b. A meeting with parents.

**Please be advised that acceptance and admission to CLC will be based and dependent on the above criteria. We thank you for your support of CLC and look forward to contributing to the development of your child.**



# CLC Child Care Enrollment Form (Boker Birds/Erev Owls) 2009-2010 School Year



Please **print or type** all Forms and return to The Children's Learning Center in the envelope provided.

<b>Student Name:</b>	<b>Date:</b>

**(Child Care Boker Birds/Erev Owls) Program 7:00AM – 9:00AM & 3:00PM - 6:00PM**

Please check if you would like to enroll the student in a Child Care Program:	
Public school student will attend in September, 2009:	
Grade in which child will be enrolled:	
CLC offers van service from certain local elementary schools. Check here if the student requires van service for transportation to and or from CLC:	

**Child Care Programs (Boker Birds/Erev Owls)**  
If choosing a Child Care program, please circle the day of the week and fill in exact times:

<b>Boker (morning) Birds (7:00 AM - 9:00 AM)</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
Specific time needed:					
<b>Erev (evening) Owls (3:00 PM - 6:00 PM)</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
Specific time needed:					

**Special One-Way Transportation to Tikvat Israel for Hebrew School M, W 4:00 PM**

**Transportation**

CLC offers van transportation before school and after school to and/or from: Belmont, Brooke Grove, Cashell, Greenwood, Olney, and Sherwood Elementary Schools.  
One-way Van Fee (to or from) CLC: \$150.00/month. Round-trip: \$180.00/month.\*\*\*

CLC offers van transportation before school and after school to and/or from: Bel Pre, Brookhaven, Flower Valley, Strathmore, and Rock Creek Valley Elementary Schools.  
One-way Van Fee (to or from) CLC: \$105.00/month. Round-trip: \$140.00/month.\*\*\*

\*\*\*Van transportation fees are added into your monthly tuition and billed according to your payment plan.

**Special One-Way Transportation to Tikvat Israel for Hebrew School**  
**M, W 4:00 PM      Tikvat Israel Transportation Fee \$40.00/month**

Does your child require transportation?      In the next line, circle all that apply

1. Yes                      2. No                      3. One way                      4. Round Trip

If yes, please write the name of the school

# CLC Child Care Guardian Information (Boker Birds/Erev Owls) 2009-2010 School Year



Guardian Information		Child's Name:	
Name:		Relation to student:	
(Last)	(First)	(Middle)	
Home Address:			
(Number)	(Street)	(Apartment)	(City) (State) (Zip code)
Business Address:			
(Number)	(Street)	(Suite)	(City) (State) (Zip code)
Marital Status:	Married	Separated	Divorced Widowed Single
Current Profession:		Past Profession:	
Any hobbies or special talents which might be used in classroom or school?			
Contact Information (please indicate primary phone)			
Home Phone:		Cell Phone:	
Work Phone:		Pager:	
Email:		Fax:	
Guardian Signature:			(Date)

Guardian Information		Child's Name:	
Name:		Relation to student:	
(Last)	(First)	(Middle)	
Home Address:			
(Number)	(Street)	(Apartment)	(City) (State) (Zip code)
Business Address:			
(Number)	(Street)	(Suite)	(City) (State) (Zip code)
Marital Status:	Married	Separated	Divorced Widowed Single
Current Profession:		Past Profession:	
Any hobbies or special talents which might be used in classroom or school?			
Contact Information (please indicate primary phone)			
Home Phone:		Cell Phone:	
Work Phone:		Pager:	
Email:		Fax:	
Guardian Signature:			(Date)



**CLC Child Care Tuition Rates / Fee Schedule  
(Boker Birds/Erev Owls) 2009-2010 School Year**



**Rate for Monthly Child Care Program (Before and After Regular School Hours)**

Boker Birds (morning) is anytime 7:00 AM – 9:00 AM Erev Owls (evening) is anytime 3:00 or 3:30 PM – 6:00 PM

		Visa/Mastercard	Debit	Whole Year
Tier 1	3 hours per week	\$95 per month	\$85 per month	\$750 per year
Tier 2	5 hours per week	\$135 per month	\$125 per month	\$1,150 per year
Tier 3	7.5 hours per week	\$190 per month	\$175 per month	\$1,550 per year
Tier 4	10 hours per week	\$260 per month	\$250 per month	\$1,900 per year
Tier 5	12 hours per week	\$255 per month	\$235 per month	\$2,250 per year
Tier 6	12.5 hours per week	\$270 per month	\$250 per month	\$2,400 per year
Tier 7	15 hours per week	\$290 per month	\$280 per month	\$2,650 per year
Tier 8	17 hours per week	\$340 per month	\$330 per month	\$3,150 per year
Tier 9	20 hours per week	\$355 per month	\$345 per month	\$3,350 per year

Fees for monthly Child Care programs are billed according to the payment plan you choose. Any specialty program hours used beyond the designated tier shown on your application will be billed at the rate of **\$8.00** per hour. CLC does not permit carryover of unused hours from one week to the next. Additional hours are billed separately in one hour increments.

**“Drop-in” to Child Care Programs or Special Child Care Days**

CLC allows enrolled Child Care students to “drop-in” to the Boker Birds or Erev Owls specialty programs on an occasional basis. Special Child Care Days include holidays and professional days when CLC does not hold scheduled classes, but continues to provide Child Care services not included in our Child Care programs or specialty programs. These hours are licensed through the Maryland State Department of Education, Office of Child Care Licensing and Regulations. **The rate for “drop-in” programs is \$8.00 per hour or \$50.00 maximum per day. Drop-in hours are billed separately from child care tuition each month and are billed in one hour increments.**

**Fee Schedule for Child Care**

<b>Registration Fee</b>	<b>\$125.00</b>	<b>Due with Enrollment Forms</b>
<b>Debit (monthly)</b>	<b>Relative to Choice of Tier</b>	<b>Direct bank debit the first of each month beginning September 1, 2008 – June 1, 2009**</b>
<b>Visa/Mastercard (monthly)</b>	<b>Relative to Choice of Tier</b>	<b>Charged the first of each month beginning September 1, 2008 – June 1, 2009</b>

\*\*For new families - You will need to remit a blank voided check with the Enrollment Forms so that CLC’s bank will be able to establish the debit plan.

**For returning families - If you have previously established a tuition debit plan, the same account will automatically be used for the 2009-2010 school year. It is essential that you notify CLC if there are any changes in your checking account.**



**CLC Child Care Financial Agreement - Page One  
(Boker Birds/Erev Owls) 2009-2010 School Year**



**Please RETURN this Financial Agreement Form with your child's Enrollment Forms.**

**This Agreement must be signed and returned to the CLC office with your Registration Fee before your child's place will be reserved.**

This Financial Agreement represents a contract between the undersigned and The Children's Learning Center, Inc. (CLC) and obligates the undersigned to pay tuition for the entire academic year as set forth herein regardless of any subsequent withdrawal or absence of the student. It is agreed by the undersigned to remit all listed tuition payments and fees at the required times. The Financial Agreement reflects a yearly tuition obligation for the entire period between **the first day of school in August, 2008 and the last day of school in June, 2009.** You are afforded the option of remitting the yearly tuition in ten (10) monthly payments. The registration fee is due with your Enrollment Form packet. The other ten (10) payments are due the first of each month from **September, 2008 through June, 2009.** CLC reserves the right to decline admission to any child whose guardians have failed to meet their past financial commitments. If the signed Financial Agreement has not been received prior to the first day of school, your child will not be permitted to attend.

**TUITION and TUITION PAYMENTS:** Please refer to the "Tuition Rates and Fee Schedule" sheet to determine your child's total tuition. Tuition is defined as the rate for the enrolled Child Care school programs and any before and after school Child Care specialty programs. CLC's budgeting procedures are premised on the assumption that tuition and fees for all enrolled children will be paid throughout the school year. Accordingly, absences for any reason will not reduce your obligation to pay tuition and fees for the entire school year. Similarly, if you withdraw your child from CLC for any reason (except relocation outside of Montgomery County), you nevertheless agree that all payments and fees set forth in this Agreement are due and payable for the entire school year, without abatement, deduction, or off-set. **It is therefore understood and agreed to by the undersigned Guardian(s) that the obligation to pay the full tuition, registration fee, and van fee for the entire academic year is unconditional. It is also understood that under no circumstances will any part of the tuition payment or fee payments be refunded or installment obligations canceled.** In summary, full and complete tuition and fees are due to CLC and must be paid in full regardless of whether the child is absent or withdrawn from the school. All decisions are made by the CLC Financial Committee. Correspondence, concerning financial matters, needs to be submitted, in writing, to the Chairman of the Financial Committee, at P. O. Box 12054 Silver Spring, Maryland 20908.

**ATTENDANCE:** Continued attendance in our programs is subject to the discretion of the Director and our professional staff. In the event that CLC determines that it is unable to meet the needs of your child, he/she will be withdrawn from class.

**PARTICIPATION:** Each CLC family is **expected** to participate in ***BOTH*** the Annual Fund and the Bid N' Buy Auction. Participation in all other fundraising and social activities is suggested, and your personal choice, but not expected.

**REGISTRATION FEE:** A **\$125.00** non-refundable Registration Fee is required for each enrolled child and must be submitted with the Enrollment Forms. This payment is applied to your child's yearly tuition. Upon the receipt of this fee you will receive a confirmation of your child's placement in your chosen program at CLC.

Child's Name \_\_\_\_\_

**Please Print**

**CLC Child Care Financial Agreement - Page Two**  
**(Boker Birds/Erev Owls) 2009-2010 School Year**



**COLLECTION AGREEMENT:** It is understood by the guardians signing this agreement that a contractual obligation exists to pay the full annual tuition and fees. In the event that an attorney is employed for collection of tuition or fees, the undersigned guardian(s) agrees to pay all costs of collection and including attorney's fees of 25% of the amount due for tuition and fees, plus pre and post judgment interest at the judgment rate, and court costs.

**AFTER 6:00 PM FEE:** For each MINUTE beyond 6:00 PM, you will be assessed \$1.00. THE FEES ARE TO BE PAID IMMEDIATELY TO THE STAFF MEMBER IN CHARGE. If CLC specifies an early dismissal, this \$1.00 per minute fee will be in effect at the early dismissal time. There will be no exceptions to this policy. Unfortunately "NO EXCEPTIONS" includes your being late because of traffic congestion. Although a very thoughtful gesture and important to the child/children, calling the office to notify the staff that you will be late does not relieve you of the obligation of paying \$1.00 per minute after 6:00 PM. If payment is not made at the time you are late or not received by the staff person the following day, you will be billed and charged a late fee of \$25.00.

**Returned FEE** The result of a returned check, credit card decline, or auto debit for insufficient funds is a \$35.00 fee charged to your CLC account. This fee will be separately debited from your checking account or separately charged to your credit card.

**LATE FEE:** All tuition payments are due on the first of each month from **September 1, 2008 to June 1, 2009**. A \$60.00 late fee will be separately debited from your checking account or separately charged to your credit card each month for any amounts that are not received by the designated date. Each family will be given a one time exemption for a returned check, debit fee or credit card charge. The \$60.00 late fee will incur on any late payments henceforth.

**Van Fees:** Van transportation fees are added into your monthly tuition and billed according to your payment plan.

If you prefer to have your Registration Fee and PF debited from your designated checking account or charged to your designated credit card, sign and date:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **print or type** and sign below to indicate that you have read, understood, and agreed to all of the aforementioned information on pages one and two in the Financial Agreement:

<b>Child's Name:</b>	<b>Date:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>



**Please RETURN this Financial Agreement Form with your child's Enrollment Forms.**

**This Agreement must be signed and returned to the CLC office with your Registration and Placement Fees before your child's place will be reserved.**

**Please check below to indicate which payment plan you would like to use:**

I/We agree to pay the CLC annual tuition in the following manner:

**Please Check**

\_\_\_\_\_ 100% year in advance: the Registration Fee is due with your Enrollment Forms. The yearly tuition is due on September 1, 2008. (If you are having your payment charged to your credit card, the year in advance rate, is the same as the yearly credit card rate.)

\_\_\_\_\_ Direct Bank Debit: The Registration Fee is due on September 1, 2008. The 10 monthly payments will be debited beginning **09/01/08** and ending **06/01/09\***

\_\_\_\_\_ Credit Card: The Registration Fee is due on September 1, 2008. The ten monthly payments will be charged to your credit card beginning **09/01/08** and ending **06/01/09**

\_\_\_\_\_ Amex \_\_\_\_\_ Discover \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa

Card Number: \_\_\_\_\_ Exp.Date \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

\*For new families - You will need to remit a blank voided check with the Enrollment Forms so that CLC's bank will be able to establish the debit plan.

**For returning families - If you have previously established a tuition debit plan or credit card account, the same account will automatically be used for the 2009-2010 school year. It is essential that you notify CLC if there are any changes in either of these accounts.**

Child's Name \_\_\_\_\_

**Please Print**



**The Children's Learning Center (CLC) Financial Policies for 2009-2010**

1. All Enrollment Forms will be completed and returned to the CLC office with the Registration Fee and Placement Fee.
2. Tuition is based on a yearly amount. Families are afforded the option of paying in ten payments. Upon the receipt of this fee you will receive a confirmation of your child's placement in your chosen program at CLC. All tuition payments are due and usable on the first day of each month when paying monthly. A **\$60.00** late fee will be separately debited from your checking account or separately charged to your credit card each month for any amounts that are not received by the designated date. Each family will be given a one time exemption for a returned check, debit fee or credit card charge. The **\$60.00** late fee will incur on any late payments henceforth.
3. Any information with regard to financial policies /decisions requires a written request to the Financial Chairman, P.O. Box 12054, Silver Spring, Maryland 20908. **The administrative staff of CLC is not involved in financial matters.**
4. Absences for any reason (vacations, illness, work related obligations,etc) will not reduce your obligation to pay tuition and fees for the entire school year.
5. If you withdraw your child from CLC for any reason (except relocation outside of Montgomery County), or van route you agree that all payments and fees set forth in this Agreement are due and payable for the entire school year. It is understood and agreed to by the Guardian(s) that the obligation to pay the full tuition, registration fee, and van fee for the entire school calendar year is unconditional.
6. It is understood that no part of the tuition payment or fee payments will be refunded or installment obligations canceled.
7. Financial Aid Forms will not be processed if the child's Enrollment Forms and Registration Fee have not been submitted.
8. Financial Aid Forms will not be processed if all requested forms are not completed and returned.
9. Unless child's guardians are divorced or separated, both guardians must sign the financial agreement.

**Please print or type and sign below to indicate that you have read, understood, and agreed with all of the aforementioned information on pages three and four of the Financial Agreement:**

<b>Child's Name:</b>	
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>



**Please RETAIN this Financial Agreement Form with your child's Enrollment Forms.**

**This Agreement must be signed and returned to the CLC office with your Registration Fee before your child's place will be reserved.**

This Financial Agreement represents a contract between the undersigned and The Children's Learning Center, Inc. (CLC) and obligates the undersigned to pay tuition for the entire academic year as set forth herein regardless of any subsequent withdrawal or absence of the student. It is agreed by the undersigned to remit all listed tuition payments and fees at the required times. The Financial Agreement reflects a yearly tuition obligation for the entire period between **the first day of school in August, 2008 and the last day of school in June, 2009.** You are afforded the option of remitting the yearly tuition in ten (10) monthly payments. The payment of the PF confirms your commitment to sending your child to CLC. The other nine (9) payments are due the first of each month from **September, 2008 through June, 2009.** CLC reserves the right to decline admission to any child whose guardians have failed to meet their past financial commitments. If the signed Financial Agreement has not been received prior to the first day of school, your child will not be permitted to attend.

**TUITION and TUITION PAYMENTS:** Please refer to the "Tuition Rates and Fee Schedule" sheet to determine your child's total tuition. Tuition is defined as the rate for the enrolled Child Care school programs and any before and after school Child Care specialty programs. CLC's budgeting procedures are premised on the assumption that tuition and fees for all enrolled children will be paid throughout the school year. Accordingly, absences for any reason will not reduce your obligation to pay tuition and fees for the entire school year. Similarly, if you withdraw your child from CLC for any reason (except relocation outside of Montgomery County), you nevertheless agree that all payments and fees set forth in this Agreement are due and payable for the entire school year, without abatement, deduction, or off-set. It is therefore understood and agreed to by the undersigned Guardian(s) that the obligation to pay the full tuition, Registration Fee, and Van Fee for the entire academic year is unconditional. It is also understood that under no circumstances will any part of the tuition payment or fee payments be refunded or installment obligations canceled. In summary, full and complete tuition and fees are due to CLC and must be paid in full regardless of whether the child is absent or withdrawn from the school. All decisions are made by the CLC Financial Committee. Correspondence, concerning financial matters, needs to be submitted, in writing, to the Chairman of the Financial Committee, at P. O. Box 12054 Silver Spring, Maryland 20908.

**ATTENDANCE:** Continued attendance in our programs is subject to the discretion of the Director and our professional staff. In the event that CLC determines that it is unable to meet the needs of your child, he/she will be withdrawn from class.

**PARTICIPATION:** Each CLC family is **expected** to participate in ***BOTH*** the Annual Fund and the Bid N' Buy Auction. Participation in all other fundraising and social activities is suggested, and your personal choice, but not expected.

**REGISTRATION FEE:** A **\$125.00** non-refundable Registration Fee is required for each enrolled child and must be submitted with the Enrollment Forms.

**PLACEMENT FEE (PF):** Tuition is based on a yearly amount. Families are afforded the option of paying in ten payments beginning with the September 1, 2008 payment. The remaining nine payments will be paid on the first of each month beginning with October 1, 2008 and continuing through June 1, 2009.

**CLC Child Care Financial Agreement - Page Two**  
**(Boker Birds/Erev Owls) 2009-2010 School Year**



**COLLECTION AGREEMENT:** it is understood by the guardians signing this agreement that a contractual obligation exists to pay the full annual tuition and fees. In the event that an attorney is employed for collection of tuition or fees, the undersigned guardian(s) agrees to pay all costs of collection and including attorney's fees of 25% of the amount due for tuition and fees, plus pre and post judgment interest at the judgment rate, and court costs.

**AFTER 6:00 PM FEE:** For each MINUTE beyond 6:00 PM, you will be assessed \$1.00. THE FEES ARE TO BE PAID IMMEDIATELY TO THE STAFF MEMBER IN CHARGE. If CLC specifies an early dismissal, this \$1.00 per minute fee will be in effect at the early dismissal time. There will be no exceptions to this policy. Unfortunately "NO EXCEPTIONS" includes your being late because of traffic congestion. Although a very thoughtful gesture and important to the child/children, calling the office to notify the staff that you will be late does not relieve you of the obligation of paying \$1.00 per minute after 6:00 PM. If payment is not made at the time you are late or not received by the staff person the following day, you will be billed and charged a late fee of \$25.00.

**RETURNED FEE:** The result of a returned check, credit card decline, or auto debit for insufficient funds is a \$35.00 fee charged to your CLC account. This fee will be separately debited from your checking account or separately charged to your credit card.

**LATE FEE:** All tuition payments are due on the first of each month from **September 1, 2008** to **June 1, 2009**. A \$60.00 late fee will be separately debited from your checking account or separately charged to your credit card each month for any amounts that are not received by the designated date. Each family will be given a one time exemption for a returned check, debit fee or credit card charge. The \$60.00 late fee will incur on any late payments henceforth.

**VAN FEES:** Van transportation fees are added into your monthly tuition and billed according to your payment plan.

If you prefer to have your Registration Fee and PF debited from your designated checking account or charged to your designated credit card, sign and date:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **print or type** and sign below to indicate that you have read and understand all of the aforementioned information on pages one and two in the Financial Agreement:

<b>Child's Name:</b>	<b>Date:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>
<b>Print Guardian's name:</b>	<b>Guardian's signature:</b>





**Please RETAIN this Financial Agreement Form with your child's Enrollment Forms.**

**This Agreement must be signed and returned to the CLC office with your Registration and Placement Fees before your child's place will be reserved.**

**Please check below to indicate which payment plan you would like to use:**

I/We agree to pay the CLC annual tuition in the following manner:

**Please Check**

\_\_\_\_\_ 100% year in advance: The PF is due **09/01/08**. (If you are having your payment charged to your credit card, the year in advance rate, is the same as the yearly credit card rate.)

\_\_\_\_\_ Direct Bank Debit: The PF is due **09/01/08**. The remaining nine (9) payments will be debited beginning **10/01/08** and ending **06/01/09\***

\_\_\_\_\_ Credit Card: The The PF is due **09/01/08**. . The remaining nine (9) payments will be charged to your credit card beginning **10/01/08** and ending **06/01/09**

\_\_\_\_\_ Amex \_\_\_\_\_ Discover \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa

Card Number: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

\*For new families - You will need to remit a blank voided check with the Enrollment Forms so that CLC's bank will be able to establish the debit plan.

**For returning families - If you have previously established a tuition debit plan or credit card account, the same account will automatically be used for the 2009-2010 school year. It is essential that you notify CLC if there are any changes in either of these accounts.**



**The Children's Learning Center (CLC) Financial Policies for 2009-2010**

1. All Enrollment Forms will be completed and returned to the CLC office with the Registration Fee and Placement Fee.
2. Tuition is based on a yearly amount. Families are afforded the option of paying in ten payments. Upon the receipt of this fee you will receive a confirmation of your child's placement in your chosen program at CLC. All tuition payments are due and usable on the first day of each month when paying monthly. A **\$60.00** late fee will be separately debited from your checking account or separately charged to your credit card each month for any amounts that are not received by the designated date. Each family will be given a one time exemption for a returned check, debit fee or credit card charge. The **\$60.00** late fee will incur on any late payments henceforth.
3. Any information with regard to financial policies /decisions requires a written request to Financial Chairman, P.O. Box 12054, Silver Spring, Maryland 20908. **The administrative staff of CLC is not involved in financial matters.**
4. Absences for any reason (vacations, illness, work related obligations,etc) will not reduce your obligation to pay tuition and fees for the entire school year.
5. If you withdraw your child from CLC for any reason (except relocation outside of Montgomery County), or van route you agree that all payments and fees set forth in this Agreement are due and payable for the entire school year. It is understood and agreed to by the Guardian(s) that the obligation to pay the full tuition, registration fee, and van fee for the entire school calendar year is unconditional.
6. It is understood that no part of the tuition payment or fee payments will be refunded or installment obligations canceled.
7. Financial Aid Forms will not be processed if the child's Enrollment Forms and Registration Fee have not been submitted.
8. Financial Aid Forms will not be processed if all requested forms are not completed and returned.
9. Unless child's guardians are divorced or separated, both guardians must sign
10. the financial agreement.

# CLC Child Care Confidential Background Information (Boker Birds/Erev Owls) 2009-2010 School Year - Page One



**Please print or type and return to The Children's Learning Center:**  
*Please note that CLC requires that appropriate documents accompany this application, such as medical Forms, evaluations, etc.*

<b>Student Information</b>		<b>Date:</b>	
<b>Name:</b>			
(Last)	(First)	(Middle)	
<b>Name you want staff to use:</b>			
<b>Sex:</b> (m/f)	<b>Birth date:</b> (mm/dd/yy)	<b>Exact age as of</b>	<b>(Years) (Months)</b>
		<b>09/01/2008:</b>	
What is the primary language spoken at home?			
What other languages do you and your child speak?			
In what country was your child born?			
If your child was born abroad, when did he/she arrive in the US?			
Please list the name and relationship to your child for every member of your household:			
Name	Birth Date	Relationship	
1.			
2.			
3.			
4.			
5.			
To the best of your ability, please list the age your child was when she/he reached the following milestones.			
Crawling:	Walking:	First discernable words:	
Sleeping through the night:		Toilet training:	
If your child is in the process of toilet training, please circle which stage she or he is in:			
Pull ups	Needs assistance	Diapers at night	Other: _____
<b>Medical Information</b>			
<b><u>Please list all food allergies!</u></b>		<b><u>Please list all animal allergies!</u></b>	
<b><u>Please list all plant allergies!</u></b>			
Does your child take any medication on a regular basis? If yes, please explain:			

# CLC Child Care Confidential Background Information (Boker Birds/Erev Owls) 2009-2010 School Year - Page Two



Medical Information Continued	Child's Name:	
Has your child had chronic ear infections? If yes, please explain:		
Has your child ever been hospitalized?	Why?	
Were there any complications during pregnancy? Please explain:		
Were there any complications at birth? Please explain:		
Was your child born prematurely? Please explain:		
Is your child right or left handed?		
Does the student have any of the following 1) speech 2) hearing 3) behavioral issues 4) physical limitations? If yes, and you feel CLC needs to know about it, please explain:  1. 2. 3. 4.		
Has your child had a vision test?	When?	
Has your child had a hearing test?	When?	
<i>Please provide documentation.</i>		
Has your child had any of the following:		
<b>An occupational therapy evaluation?</b>		
When?	Where?	By whom?
<b>A speech and language evaluation?</b>		
When?	Where?	By whom?
<b>Educational testing?</b>		
When?	Where?	By whom?
<b>Psychological testing?</b>		
When?	Where?	By whom?
<b>A physical therapy evaluation?</b>		
When?	Where?	By whom?

*Please include a copy of all assessments/evaluations.*

**CLC Child Care Confidential Background Information  
(Boker Birds/Erev Owls) 2009-2010 School Year - Page Three**



Please print or type and return to the Children's Learning Center:

**Social/Emotional Information**

**Child's Name:**

What makes your child happy and what does he or she like?

Sad/Dislike?

Describe the student's special interests and what he or she does well:

How does your child spend free time at home? What things are you working on with your child at home?

What independent skills does your child display at home?

How often do you have play dates with others?

What methods of discipline and reward are encouraged in your home?

What physical activities does your child enjoy doing?

Have there been any traumatic incidences in your child's life (such as death of a close friend/family, witnessing a violent act, crisis in family, serious injury/illness)? Please explain:

**Any other comments or information of which the teacher should be aware?**

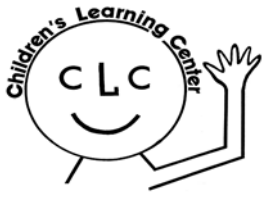
Thank you for taking the time to complete the background information form. Your child receives the best education when our staff is well informed. In addition to meeting the requirements of the Child Care Administration, these answers will help our staff members to better understand your child.

**CLC Child Care Confidential Background Information  
(Boker Birds/Erev Owls) 2009-2010 School Year Page Four**



<b>Previous Nursery School Information:</b>		<b>Child's Name:</b>	
<b>Name of School:</b>	<b>City/State</b>	<b>Dates Attended:</b>	
1.			
2.			
3.			
<b>Did the student have a happy/successful experience? Please Explain:</b>			
<b>Previous or Current Kindergarten</b>			
<b>Name of School:</b>	<b>City/State</b>	<b>Dates Attended:</b>	
1.			
2.			
3.			
<b>Did the student have a happy/successful experience? Please Explain:</b>			
<b>Previous or Current Elementary School Information:</b>			
<b>Name of School:</b>	<b>City/State</b>	<b>Dates Attended:</b>	
1.			
2.			
3.			
<b>Did the student have a happy/successful experience? Please Explain:</b>			

Thank you for taking the time to complete the background information form. Your child receives the best education when our staff is well informed. In addition to meeting the requirements of the Child Care Administration, these answers will help our staff members to better understand your child.



# The Children's Learning Center

## Contact Sheet

Please list all phone numbers in the order you want CLC to call if there is an emergency or change of schedule. **Please print!**

Child's Name \_\_\_\_\_ Class (08/09) \_\_\_\_\_

Guardian's Name (s) \_\_\_\_\_

Address \_\_\_\_\_

Number in Order to call	Phone No.	Person to Call
	Primary home phone:	
	Secondary home phone:	
	Parent/Guardian e-mail address:	
	1. Parent/Guardian cell phone: 2. Parent/Guardian cell phone:	
	Parent/Guardian work phone:	
	Parent/Guardian car phone:	
	Parent/Guardian work phone:	
	Parent/Guardian car phone:	
	Parent/Guardian e-mail address:	
	Other:	

Please make any necessary revisions at the Parent Orientation Meeting or your Child's First Day of School.

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

