

**Baltimore American Indian Center  
Vera Shank Child Care Center  
1633 E Lombard Street  
Baltimore, Maryland 21231  
410-327-3795  
Kimberly Michael, Director**

## **Parent Contract**

### **1. Hours**

The center is open from 7:00am to 5:30pm, Monday through Friday. Parents may not enter before operation hours due to insurance reasons. The center is closed on certain "Holidays" and "Conditions" (pg. 2, #4)

### **2. Tuition, Registration, and Late Fees**

Registration Fee: \$25.00 for all families

Tuition is due the Friday before the up and coming week (payment must be made before the following week begins).

- Infants & toddlers 6 weeks – 24 months: \$250/week
- Children ages 2 years and up: \$135/week

Late Fee: Will be applied if and when payment is late (paid after the due date – the Friday before the up and coming week) – (See "Late Fees" pg. 1, #3)

DSS Vouchers: Are welcome. If you have vouchers there may be no co-pay for which you are responsible. Families will be informed of any co-pay, if applicable, at the time of registration.

Tuition is paid whether your child/children attend or not.

### **3. Late Fees**

The late tuition along with the late fee payment (\$25.00) must be made on that following Monday. If payment is not made, your child/children will not be able to attend until payment(s) is (are) made.

There is also a "**Late Pick-Up Fee**". There will be a **\$1.00 per minute** charge for each and every minute after 5:30pm. Please remember that the

teaching staff members have families too, and they need to get home to attend to their needs as well. Please be mindful of this policy.

By law, only adults over the age of 16 years may drop off or pick up children/siblings to and from school.

#### 4. Holidays

New Year's Day  
MLK Jr. Day  
President's Day  
Easter Friday  
Memorial Day  
Independence Day  
Labor Day  
American Indian Day (3<sup>rd</sup> Friday of September)  
Thanksgiving Day (and the day after)  
Week of Christmas (Winter Break TBA)

#### Snow Days

BAIC at Vera Shank Child Care Center follows the Baltimore City School Systems closing policy.

#### 5. Illness

When a child/children are ill, you must keep them at home until they are better. If they are brought to school sick (pink eye, temperature over 101<sup>o</sup>, loose bowels (diarrhea) or vomiting (3 times in the course of one day) they must be picked up and may not return until 24 hours have passed / after the fever breaks or after the last incident of diarrhea or vomiting.

#### 6. Medication(s)

If a child is on medication(s) the parent must fill out a "Medication Order Form" in order for the school to give the child medicine/medications. The school is only permitted to give out a dose per day. If the medicine/medications are prescribed, it must be in the original container with the pediatrician's signature.

#### 7. Field Trips

All parents must sign a permission slip stating their child/children is/are permitted to go on field trips if they wish for their child/children to participate in this/these activity/ies.

#### 8. Parental Consent for Photographs or Filming

\_\_\_\_\_ I consent to photographs and/or videos of my child/children  
for enrollment purposes.  
I have read, understand and agree to the Parent Contract:

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Parent Signature

Date

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Printed Name of Parent

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Director Signature

Date