



## Application for Enrollment

Please fill out this application completely. Accurate information is necessary so that we may best serve your child. It is your responsibility to notify us *immediately* of any changes in employment or residence.

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Child's Age \_\_\_\_\_  
Last First

Mother's Name \_\_\_\_\_ Home Number \_\_\_\_\_  
Last First

Father's Name \_\_\_\_\_ Home Number \_\_\_\_\_  
Last First

Address \_\_\_\_\_  
Street City State Zip

Mother's Employer \_\_\_\_\_

Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Father's Employer \_\_\_\_\_

Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**About your child:** Potty Trained? \_\_\_\_\_ Allergies? \_\_\_\_\_

Special needs? \_\_\_\_\_

Where did you hear about Carter's Webb Learning Center?

**\*\*\*\*\*WE ONLY ACCEPT CASH OR CHECKS\*\*\*\*\***

Please include a **\$80.00 non-refundable registration fee and two week security deposit** with your application and mail to:

Carter's Webb Learning Center  
4214 Old Town Road · Huntingtown, MD · 20639  
410.414.5084  
[www.carterswebb.com](http://www.carterswebb.com)



## Parent Agreement

\_\_\_\_\_, who is the parent/guardian of \_\_\_\_\_,  
Parent/Guardian child  
agrees to the following conditions by signing this form.

Days of the week child will attend: M T W TH F Expected Start Date: \_\_\_\_\_

Tuition will be charged at a rate of \_\_\_\_\_ per week. Tuition payments are made every two weeks (see the calendar for a list of due dates). If tuition is not paid by close of business on the Friday of tuition week, a \$20.00 fee will be incurred. **If tuition and late fees are not paid by the next tuition due date, the child may be subject to dismissal from the program.**

*Note:* Tuition rates are subject to change. However, one month's written notice will be given regarding any such change. Tuition is due regardless of closings, inclement weather, or absences. No vacation days or weeks are provided.

**Registration Fee:** A non- refundable registration fee of **\$80.00** is due before your child's enrollment can be confirmed.

**Security Deposit:** A deposit equal to two week's tuition will be **required before** a child can attend the center. This deposit will be applied to the last two weeks the child is at the Center, providing at least two weeks' notice is given and all other financial obligations are met. If notice is not given, the deposit is *forfeited*.

**Late Pick-Up Penalties:** The Center is scheduled to close at 6:00PM . A **late fee** of \$1.00 per minute will be **paid immediately** to the teacher on duty upon arrival.

**Returned Check Policy:** There is a **charge of \$25.00 for checks returned** from the bank. Future payments may be required to be made in cash, money order, certified check or cashier's check.

**Photo Release:** I grant Carter's Webb permission to use any photograph of my child on social media.

A Parent's Guide to Regulated Child Care: Important information for parents of children in child care can be found at <http://www.msde.maryland.gov/NR/rdonlyres/84577FAC-09F7-4933-8A9C-649D7CB04678/14988/ParentBrochureMSDEDecember2007.pdf>

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



## Withdrawal from Child Care

Parents may withdraw a child from the program at any time. **A TWO WEEK WRITTEN NOTICE IS REQUIRED.** Parents who desire to withdraw their child, but fail to provide a two week written notice **will lose their initial deposit.** Withdrawal and subsequent re-enrollment will entail an additional deposit and registration fee.

Parents enter into a **contractual** relationship with Carter's Webb Learning Center in which both parties agree to certain conditions. Those include the child's general class schedule, tuition rate, the Center's operating policies and procedures, and parental support of the program.

Parents certify by signing that the agreement has been thoroughly read, completely understood and all questions have been resolved to their satisfaction prior to signing.

Parents acknowledge by their signature that they have received, read and agree to abide by the Parent's Handbook which is available at [www.carterswebb.com](http://www.carterswebb.com).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carter's Webb Learning Center

\_\_\_\_\_  
Date

## Forms Required for Enrollment

1. Application
  - Parent Agreement
  - Withdrawal from Child Care
  - Discipline Policy
  - Our Family Form

2. Emergency Form

3. Health Inventory, including shot records

These forms **must** be completed and returned with the registration fee and security deposit prior to enrollment. It is recommended you make a copy of this agreement for your files.



## Discipline Policy

Carter's Webb has developed the following procedures regarding discipline. Please know that the majority of our children behave wonderfully and discipline rarely becomes an issue. A certain testing of limits is expected and our teachers are adept in correcting minor behavioral problems. The goal of Carter's Webb is to help a child to grow and learn appropriate social behavior. Therefore, our desire is to work with the children, parents, and staff to find the best solution concerning any behavioral problems.

Should it become necessary to move into formalized steps you will be advised what behavior is prompting this decision. For those children that exhibit unusually aggressive, dangerous or persistent misbehavior that is not corrected, the following steps will be implemented.

**STEP ONE:** For the first occurrence the teacher will discuss with the child the inappropriate behavior and the consequences should the behavior continue (steps 2, 3, and 4).

**STEP TWO:** Continued inappropriate behavior will require a conference between the child, the teacher and the Director.

**STEP THREE:** The parent will be contacted. A conference will be required for the parent, child, teacher and Director to discuss the situation. Step Four will be explained to the parent and child.

**STEP FOUR:** The parent will be notified and the child will be picked up immediately. This practice will continue until behavior is corrected.

**FIGHTING:** If a physical altercation takes place, the children involved will be given a one day suspension. If a child has four (4) fights in one year (September to August) s/he will be removed from the Center.

I acknowledge receipt of a copy of the Carter's Webb Discipline Policy and agree to abide by its terms.

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

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date