



HOWARD COUNTY DEPARTMENT OF RECREATION & PARKS

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Columbia, Maryland 21046

410-313-4640

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Recreational Licensed Child Care Contract

Child's Name: _____ Date of Birth: _____

School Location: _____ Age & Grade _____

Circle Applicable Program: Elementary Middle TREC

By signing this form, you have certified that you are the one party responsible for all fees associated with our child care program and have agreed to the following:

1. Submit completed emergency information form, health inventory form (completed within six months), Parents Guide to Regulated Child Care and this completed contract before your child enters the program.
2. Pay all monthly fees when they become due and any incurred late fees. Any account delinquent 15 days could be sent to the Office of Law for collection and result in termination from the program.
3. Ensure your child is picked up at the program end time by an adult authorized by a parent or legal guardian. In the event your child is picked up after the program dismissal time, a late fee will be assessed.
4. Submit a written request to change hours or withdrawal from the program to the RLC registration staff prior to the effective date of the change.
5. Read, understand and adhere to the guidelines set forth in the Recreational Licensed Child Care Parent Manual.
6. Understand that your child will abide by the Rules of Conduct and the program regulations. Failure to abide by the aforementioned rules may lead to termination from the program.
7. Current fee schedule agreed to on reverse side. Fees may change. Both pages must be signed and hours of care for this child circled for contract to be valid.

Parent/Responsible Party (Please Print Clearly): _____

Parent/Responsible Party Signature: _____

Date: _____ Frequently used email Address: _____

The person who signs this form is the only party that Recreation and Parks will hold responsible for child care payments and associated fees.

Child care Fee Schedule for 2009-2010
Please CIRCLE fees based on your child's hours!

Elementary Aged Care:

Before School Care	7 am-start of school day	\$169.00 per month
After School Care	end of school day – 6 pm	\$264.00 per month
BOTH Before&After Care	7am-6pm, when school in session	\$384.00 per month
Optional Days	7 am-6 pm on specified days When school is closed but a program is offered.	\$ 40.00 per day

Middle School Care – Student Union:

After School Care only	end of school day – 6 pm	\$299.00 per month
Optional Days	7 am-6 pm on specified days When school is closed but a program is offered.	\$ 40.00 per day

T.R.E.C.:

After School Care only	end of school day – 6pm	\$ 299.00 per month
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Additional fees associated with our child care programs and policies:

Late payment fee:	\$30.00 per month when payment received more than a week after the scheduled due date. Payments are due the 17 th of each month prior to care date.
Late pick-up fees:	\$10.00 for first 10 minutes after dismissal time, \$5 per 1-5 minute increment thereafter.
Returned Check fee:	\$35.00 for any check returned due to insufficient funds or account being closed.

Parent/Responsible Party (Please Print Clearly): _____

Parent/Responsible Party Signature: _____

Date: _____ Frequently used email Address: _____

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