

Towson University Child Care Center Enrollment Application

Please PRINT in black or blue ink

For Office Use Only:
 Date Application Rec'd: _____
 Date: Entry: _____
 Date: Exit: _____
 Date: Deposit Paid: _____
 Date: Unannounced visit: _____
 Initials of Escort: _____
 POC/Subdivision: _____

We provide child care for children ages 2 through PreK, 10 hours daily* - 7:30 AM to 5:30 PM. We offer Monday-Friday (5 days a week) full time enrollment only. We do not operate a "Drop-in service"; we require that children be in attendance no later than 9:00 AM.

Date of Application: _____ Child's Date of Birth: _____

Child's Name: _____
(Last) (First) (Initial)

Child's Address: _____

*Please note: 95% of our staff is composed of university students. When a semester is no longer in session, the dorms close. During those times we adjust our normal 10 hour day down to an 8 hour day: 8:30 AM to 4:30 PM. The list of dates below includes a list of days when we revert to an 8 hour day, as well as a list of days when we are completely closed. If you are a 52 week family, you pay for every weekday. If you are a 40 week family, you pay for every weekday which falls between the first day of our new year, this year August 22st, and May 25th, the last day of our 40 week year.

Dates when we will operate an 8 hour day -- 8:30-4:30 -- instead of our typical 10 hour days.

August 2011: 8/8 – 8/30/11

December 2011: 12/22 – 12/23

January 2012: 1/24 – 1/27

May 2012: 5/23 – 5/25

Days completely closed: 2011-2012

Independence Day: 7/4/11

Labor Day: 9/5/11

Thanksgiving: November 23-27, 2011

Winter Break: 12/23/11-1/2/12

Dr. Martin Luther King: 1/16/12

Spring Break: 3/19/12-3/23/12

Memorial Day: 5/28/12

Independence Day: 7/4/12

Labor Day: 9/3/12

Thanksgiving: 11/21/12-11/23/12

Winter Break: 12/22/12-1/2/13

(We will NOT be closed for: Columbus Day, Election Day, Veteran's Day, or President's Day; we remain open on those holidays saving those holidays & coupling with other holidays to allow us as State Employees, to be able to close completely over winter break.)

 Parents/Guardians initial and date

Please one:

- 40 week contract (August 22, 2011– May 25, 2012)
Full time, five days weekly. No other options. (See “Addendum” p. 6 for stipulations involved in The possibility of “sharing” a weekly spot with another family.”)

The cost of summer care (defined as care requested after the conclusion of Towson’s University Spring Semester) required by 40 wk/families, **if available**, will be charged at \$25/extra per week for all 40 week families if request is made after May 1st, in addition to being calculated at our upcoming year’s new rates (new rates attached).

However, if you are a 40 week family and find that you require some weeks beyond your 40 weeks into the summer, make your request, in writing before April 1 and we will do our very best to accommodate you. (As an existing family who is merely requesting an extension into the summer, IF we have your request emailed to us before April 1, we will ensure that you get this year’s rates. For everyone else, rates go up, typically by 4%, June 1. This request would come by email to Debbie Koman dkoman@towson.edu and Harriet Douthirt hdouthirt@towson.edu.)

- 52 week contract: August 22, 2011 – August 25, 2012: Full time, five days weekly. No other options. (See “Addendum” p. 6 if you would like to consider trying to find another family to share a weekly spot.)

Please print

Note: If you are NOT Towson University affiliated, the Bursar’s Office will require a social security number and a home mailing address in order to create an account, thereby being able to officially “accept” your payments. For individuals affiliated with the university, the Bursar’s Office will need either your Towson University I.D. # or social security number to post payments to your account.

Parent’s/ Guardian’s Name

(Last Name)	(First Name)	(Initials)
Relationship to Child	S.S # or university account number	
Address	City/State/Zip	
Email Address	Home Phone #	Cell Phone #
Employer	Work Phone #	Extension

Parent’s Guardian Name

(Last Name)	(First Name)	(Initials)
Relationship to Child	S.S # or university account number	
Address	City/State/Zip	
Email Address	Home Phone #	Cell Phone #
Employer	Work Phone #	Extension

Your child will be released **only** to the parents/guardians listed and the following persons whom you authorize and notify: they will need to present a current photo ID to both the front desk, and your child’s Senior Staff Teacher.

Name	Relationship	Home/Cell Phone
Name	Relationship	Home/Cell Phone
Name	Relationship	Home/Cell Phone

Local Emergency Contact (other than parents or physician): Relationship to child
 Name _____ Address _____ Phone # _____

Child's Physician _____ Address _____ Phone # _____

Any allergies or special needs: _____

Please one: Family Affiliation

- Towson University Students _____ Undergrad ___ Grad ___ Doctoral ___ Certification ___ Non-Degree Candidate
- Towson University Faculty/Staff _____ Dept. Chair/Supervisor's Name & Phone # _____
- Child Care Center Family Alumni _____ Child's name & semester(s)/year(s) attended _____
- Towson University Alumni _____ Name at graduation, semester/year graduated _____
- USM Students/Faculty/Staff _____ SS #, Institution's Student ID#, Registrar's phone # _____

- USM Alumni _____ SS #, Institution's Student ID#, Registrar's phone # _____

- Community Members _____ SS #, and complete address _____

TERMS AND CONDITIONS

1) You **are required** to make an unannounced visit between 7:30 and 11:00 (a typical unannounced visit takes about 45 minutes)* to the Center, after the submission of your application, but in advance of the potential acceptance of your contract. You must also have a current TU parking permit. This can be secured by addressing the front office attendant who will give you a code. You must then drive down to the parking pay station which is located west of the Center, to the left, just inside of the parking lot in front of The Towson Center. (The drive is one minute from us. Ideally, parent will call just before coming, to ask us for a code to use at the parking pay station, so that you will not need to come into the building first to get the code.)

Because entrance to the Center is controlled by "swipe cards", you should call and speak with our Office Manager or Director to say that you expect to make your unannounced visit during the week of _____. We will then have a notice at the front desk announcing your family's name and intention. Parking access codes can be obtained from the parking kiosk on Lot 21 coordinates D2. Call the Center's Office first to ask for a code to use to access a parking code. The code must be displayed prominently on your dashboard or you will be ticketed. All unannounced visits are to be made between 7:30 and 11:00 A.M. only. We expect that you may have follow-up questions. Please note: you must schedule a follow-up visit in advance, if you would like to request a mutually agreeable appointment with your child's prospective Lead Teacher, or the Director.

*Each classroom goes down for naptime and rises at a different time. The total span of time involving the setting out of cots, rubbing each child's back etc. begins about 12:15+/- with our youngest. We do arouse those of our older children who sleep (going down about 2:00+/-) if they are not yet awake by 3:00 +/- (This time span is trickier with our older children's class, as some children take longer to fall asleep, and/or find it more difficult to wake up. As each new child arrives, the Lead Teacher begins to maneuver around figuring out what works best for each child. Please be patient with us. We provide "group care" and yet each of us, of course, is an individual. The sleeping/waking patterns /dispositions of our children are as different as are each of ours.)

2) We require that all children be in attendance no later than 9 A.M. If we find that a child has difficulty separating/transitioning, we may require that your child arrive no later than 8 A.M. in order to be able to have you assist us in easing your child into our day, or until and after necessary adjustments have been able to occur. However, children who attend must still arrive no later than 9 A.M. and depart on time (no later than 5:30 P.M.). In fact, you should know that our Two Year Olds eat breakfast earlier than 9, typically at 8:40, our Twos/Threes at

9:00, our Three's at 9:20 and our Fours at 9:40. In order to participate in breakfast, which we strongly encourage because it is a natural and easy way to work on the acquisition of language. Our Two Year Olds (Miss Ann's Room) should be here for breakfast by 8:30/8:35, and our Twos/Threes (Miss Sarah's Room) should be here by 8:50/8:55.

Parent(s)/Guardian(s) initials & date

3) Once your application is submitted and accepted for an agreed upon schedule of days, **you will not be credited for any days that your child is absent, nor will we make changes or adjustments for any missed days. There will be no make-up days.**

4) The fees for enrollment during the 2011-2012 contract are included in the "Towson University Child Care Center 2011-2012 Tuition Fees"* which you received with your application materials. You will be assessed a university late fee for any late payment(s). You will **not** receive any reduction in tuition if your child misses days, attends on a less frequent schedule than indicated in this contract, or withdraws from the Center before the end of your signed contract for either a 40 week or 52 week segment. In signing this application, you also acknowledge and agree that you have received a copy of the "Towson University Child Care Center 2011-2012 Tuition Fees" statement. If there is a question of a possible medical withdrawal, your request will have to be accompanied by a doctor's explanation on doctor's letterhead stating why your child should no longer be participating in group child care.

*Please see attached fee scale.

5) All deposits and tuition payments are to be paid at the Bursar's Office located in the Enrollment Services Building (A4 on the university map). No money is accepted at the Child Care center. A non-refundable \$250 deposit is due (to the Bursar's Office) from returning families when their enrollment application is submitted in December, and from new families within two working days of having received notification of acceptance. Your deposit will be credited against your first fall payment, which will be due in late July, 2011. Conversely, if you do not come as indicated and schedule in your contract, you will lose your \$250.

Parent's/Guardian's Initials and Date: _____

Please ask the Bursar's office to fax us your receipt: 410-704-3771. You are contracting/enrolling for a five-day-week, 40 week or a 52 week year only UNLESS you come to us with a **"match family" contract already in hand. Please see below to access the link to be able to locate the Enrollment Services Building.**

<http://www.towson.edu/main/maps/>

6) Ours is a university – affiliated program in which teaching/research are "absolute givens". Observations, participation, interactions, and volunteering assigned by various university professors/advisors occur in all groups, every day. TU students from many departments including Early Child Education, Speech, Psychology, Kinesiology, Art, Dance, Occupational Therapy, and students enrolled in the Best Buddies program, a joint TU-Baltimore County Public Schools program for older students in Special Education. Depending upon subject matter, these interdependent exercises may occur in a building other than the Child Care center (children are, nonetheless, under direct Center supervision at all times). Any project/research involving the Center and/or the children attending the Center must be approved by the University's Institutional Review Board (IRB) and the Center's Director. If you would prefer that your child not be cared for in a setting where such investigation is very common, please understand our mutual commitment to the university and feel free to enroll elsewhere. Our position within Towson's academic environment provides built-in advantages, as well as responsibilities to the University's primary mission which is teaching and research.

7) We also leave the Center when we use the Towson Center and Auburn Pavilion for access to larger covered/indoor spaces and during inclement weather. Both of these spaces are in close proximity to the Center, and the children will be well supervised. We request that you keep a set of easy-to-put-on-boots and a raincoat with hood marked in indelible marker with your child's name; please, no umbrellas ever.

8) Faculty and/or students' projects/research frequently involve taking photos, videos, and audio taping. In addition, the Center periodically refreshes its website's shots/tapings of children working and playing at the Center. Signing this contract signifies that all parents/guardians of the child named above consent to such photos, videos, and audio tapings of the child, and to their use in projects/research as well as on the Center's website itself. The authorization which we use is attached. **This form is mandatory. We need to have it returned, signed and dated BEFORE your child can attend.**

9) Your child's acceptance and continuation in our program is contingent upon: 1) the availability of space in an appropriate age group, b) your agreement to comply with Center and University policies and procedures, and c) resolution of space is determined solely at the discretion of the Center's Director. Available spaces are offered in the following order of priority: Towson University Students, Towson University Faculty/Staff, Towson University Child Care Center Alums, Towson University Alums, USM Students, USM Faculty/Staff/Alums, and Community Families.

10) Every child less than 36 months of age will automatically be billed for diapering. If we determine that your child is, indeed, toilet trained after a period of seven weeks, we will credit your account for this fee as of the date when the Lead Teacher determined that your child is/was trained. (Each time your child is changed, the date and the name of the diaper changer are also recorded, i.e., we have a running record available to us.) You are required to keep us supplied with ample labeled disposable diapers (the size of which changes quite frequently as children grow so rapidly), labeled containers of wipes, in addition to two extra sets of seasonably appropriate clothing. Please note: we do NOT allow for the use of "pull-ups" as they tend to not fit as well as diapers, and do leak excessively. We ask that you supply us with larger Velcro-closing diapers as your children grows...when we find a diaper is not soiled, we will simply re-tape the diaper (if the Velcro has given out) after your child uses the toilet. Parent's/Guardian's Initials and date _____

11) If you decide not to return for the next contract year, we would greatly appreciate it if you would give us that notice in writing, as soon as possible.

12) We restructure year-by-year as we continue to work to determine how to best serve our age groups. Restructuring may mean for example...the upper ranges of one age grouping combined with the lower ranges of the next age grouping (older twos and younger threes or threes and fours for example).

13) The center reserves the right to determine, at any time, that our skills do not meet your child's needs or requirements. This decision will be made in consultation with your child's Lead Teacher and the Director of the Center. If such a determination is arrived at, you will be given 30 working days to place your child in another setting. If such a determination is made, the family will not be held responsible for the balance of the charges dating from the first school day beyond the last day of the child's enrollment at the Center, through the end of the contract.

14) The people you designated to pick-up your child **MUST** be encoded on your child's emergency card on the second page of this contract. You may not designate other persons for pick-up without first changing the emergency card on file with us. If you decide, during a given day, to change the name of the original person designated to pick up your child; you must contact our office, (410) 704-2652, before that person arrives to alert us regarding a change in plans for your child's pick-up. We must be supplied with: a name, telling us whether or not your child knows this person, (and, if so, what they are accustomed to calling them); you must alert the alternate pick-up person to the necessity of bringing us a photo ID, and also supply us with another alternative pick-up person in case your child will not leave comfortably with your designated alternative, and/or in the event that your designated alternative does not actually arrive.

15) The center **CLOSES** at 5:30 P.M. Each of our staff also has other obligations and responsibilities. There is a late fee of \$15.00 for every fifteen minutes that you are late picking up your child beyond the contracted time of 5:30. In addition to a late fee of \$15/ for each 15 minutes late beginning at 5:31, the Center also reserves the right to withdraw, with 30 days notice, our offer of continued and future child care, based upon family unwillingness to comply with the manner with which the center operates.

For example, parents who do not even arrive until 5:30 or later and only then begin the process of using the bathroom, packing up to leave, etc. are NOT in compliance with the Center's procedures and policies. **Arrival at 5:30 constitutes lateness, as you cannot be gone by 5:30, while only arriving at 5:30. When a family is late three times during a semester in picking up their child, they will be notified in writing by the Director (in addition to our "Late Arrival Acknowledgement" that the parents picking up the child will sign on the day the child is picked up late). Upon the occurrence of a fifth lateness, a letter will be sent from the Director indicating that the family's "30 day notice" is now operative, and that we will not continue to provide care for their child(ren) beyond that 30 day point.** (Tuition will not be refunded if this occurs).

16) Please note: The University has a campus-wide parking and swipe card policy. Our USM, Community and Alum families will be issues a 15 minute drop-off and pick-up hang tag for \$20.00 for one permit for your contract year.

17) USM families and Community families: Two swipe cards will be available to you at no cost for the entire period of your involvement here as a family. TU Student, Faculty, Staff should use their university ID's and will be issues one additional swipe card at no cost.

18) Forty-five working days prior to the first day of enrollment is the last day to withdraw, in writing, from this contract and receive 100% of your tuition minus your \$250 deposit back. Nine working days from the 100% refund date is the last day to withdraw, in writing, from this contract and receive 50% of your tuition minus your \$250 deposit back. As of the 10th working day after the date of the 100% refund date, there will be no refund.

19) We reserve the right to terminate your child's enrollment at the Center with 30 days notice, if you choose not to comply with Center Policies and Procedures.

This application serves as your contract. Please sign and date below indicating your acceptance of the above terms.

Parent's/Guardian's Signature _____ Date _____

Parent's/Guardian's Signature _____ Date _____

ADDENDUM TO ORIGINAL CONTRACT

Please fill in this page, ONLY if you would like to request enrollment for your child/children on the following days: Monday/Wednesday/Friday or Tuesday/Thursday. Please note: **you must already have a "match" worked out with another family who is willing and able from the Center's perspective, to share a weekly spot with you in the SAME classroom.** (The family with whom you hope to "share" **must** have enrolled their child or be eligible to enroll their child in the same exact classroom where your child is also enrolled for the same exact length of contract in order to potentially make such a match work: "matches" involve space, initial appropriate placement etc., all of which are handled by the Center's administrative function. Since full time attendance (5 day weekly attendance) is required in our oldest children's classroom, no "match" will be made for that classroom – as everyone will be holding a full time space from the outset. Our scheduling schemata of M/W/F – T/TH for "matches" in our younger children's classes have been developed over time and experience. In fact, T/TH placement has not worked for some of our children because, we think, of the four days between Thursday and Tuesday, two of which are at home, cozy/unstructured (which as it should be) making every Tuesday seem like "starting over" again with accompanying separation issues. There do not seem to be "issues" between Tuesday and Thursday, but there definitely are issues the other way around. We want parents to know this at the outset, as our first responsibility is

to your child. We take your money, but we operate on behalf of what we have come to know as being in the best interest of young children. We reserve the right to advise you, after the fact, after enrollment that a T/TH placement appear to be too difficult for your child. If that were to be the case, we would refund the balance of your contract, and charge your "match" family for the balance of that time as a 5 day full time student.

Please indicate your preference of days for enrollment: (check one)

Monday/Wednesday/Friday

Tuesday/Thursday

Your child's name: _____

Your child's date of birth: _____

Your child's classroom (current parents): _____

Your name, address, and phone #: _____

Your email and cell phone #: _____

Please indicate if you have secured a "match", and your "secured match's" preference of days for enrollment:
(check one)

Monday/Wednesday/Friday

Tuesday/Thursday

The LAST name of the family with which you wish to make a "match": _____

Their child's name: _____

Their child's date of birth: _____

Their child's classroom: _____

We require that both families sign below to enter into this agreement. Signing below indicates that both parties fully understand the terms and condition of this agreement/arrangement.

Parent Signature _____ Date _____
(Name of original family requestor)

Parent Signature _____ Date _____
(Name of match family)

Child Care Center Office Manager's Initials: _____ Date: _____

Child Care Center Director's Initials: _____ Date: _____

Model Release

The undersigned hereby agree and consent that any photograph taken by Kanji Takeno, Desiree Stover, or other Photographic Services staff member*, Towson University, of the undersigned may in any manner be used, published, displayed and copyrighted by Towson University without any restriction or limitation whatever for advertising or any trade or any purpose.

The undersigned further agrees to release for themselves, their heirs, executors, and administrators Towson University, its officers, agents, employees and assigns from any obligation or liability, and from any and all claims for libel, slander, invasion of the right of privacy or any claim based on the use for exhibition of said material.

CHILD'S NAME _____
PARENT'S NAME _____
ADDRESS _____
CITY _____ ZIP CODE _____
TELEPHONE _____
LEGAL SIGNATURE _____ DATE _____
WITNESS _____

*Please note: If photographic services employees are not person providing this service, the service will be provided by University and/or Center affiliated persons.

Parent(s)/Guardian(s) initials & date: _____