



Palmer's Heavenly Hearts Early Learning Center LLC

Before and After Care Contract

Child Information:

- Child's Name: _____
- Date of Birth: _____
- Address: _____

Parent/Guardian Information:

- Parent/Guardian Name(s): _____
- Address: _____
- Phone Number: _____
- Email Address: _____

Alternate Emergency Contact:

- Name: _____
- Phone Number: _____
- Email Address: _____
- Address: _____

Persons Authorized to Pick Up Child:

- Name(s): _____ Phone: _____
- Name(s): _____ Phone: _____

PHHELC Before and After Care Contract

Program Options:

1. **Before Care:**

- Hours: 7:00 AM - 8:20 AM
- ☐ Enrolled
- **Tuition Fee:** \$110.00 (Monday through Friday)
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2. **After Care:**

- Hours: 4:00 PM - 4:30 PM
- ☐ Enrolled
- **Tuition Fee:** \$65.00 (Monday through Friday)
-

3. **Before Care and After Care:**

- ☐ Enrolled
- **Tuition Fee:** \$175.00 (Monday through Friday)
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4. **Half Day Option (For Talbot County Public School Teachers):**

- Hours: 1:00 PM - 4:00 PM (with pick-up by 4:30 PM)
- ☐ Enrolled
- **Tuition Fee:** \$65.00
-

5. **Talbot County Public School Meeting Day AM:**

- Hours: 7:00 AM - 8:20 AM
- ☐ Enrolled
- **Tuition Fee:** \$25.00 per Meeting Day
- **Days Needed:**
 - ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday

Required Documents:

Before your child can start with the program, the following documents are needed:

- Health Inventory Form
- Immunization Record
- MSDE Emergency Contact Form
- Parent Policy Agreement

Terms and Conditions:

PHHELC Before and After Care Contract

1. **Enrollment and Fees:**

- Parents/Guardians agree to pay the fees associated with the selected care options as per the center's fee schedule.
- Payment is due on Monday of each week. No pay, no stay policy applies.

2. **Drop-off and Pick-up:**

- Children must be dropped off and picked up within the designated hours. Late pick-ups may incur additional fees.
- For extended care, parents/guardians must schedule appointments in advance.

3. **Attendance:**

- Regular attendance is expected. Please notify the center in advance if your child will be absent.

4. **Health and Safety:**

- The center follows strict health and safety protocols. Children showing signs of illness should not attend the center.
- Parents/Guardians must keep emergency contact information up to date.

5. **Termination of Contract:**

- Either party may terminate this contract with a two-week written notice.
- The center reserves the right to terminate this contract immediately if policies and procedures are not followed.

Acknowledgment:

I, the undersigned, have read and agree to the terms and conditions outlined in this contract. I understand the policies of Palmer's Heavenly Hearts Early Learning Center LLC and agree to adhere to them.

Parent/Guardian Signature: _____

Date: _____

Contact Information:

Palmer's Heavenly Hearts Early Learning Center LLC

- **Address:** 400 Maryland Avenue Easton, MD 21601
- **Phone:** 443-746-3004, 410-725-8489
- **Email:** info@palmersheavenlyheartsfcc.com

Please return this signed contract and the required documents to Palmer's Heavenly Hearts Early Learning Center LLC to complete your child's enrollment in our Before Care and After Care program. Thank you!

Accepted into program ____ -Yes ____ -No

Director Signature _____ Date: _____