



## Master Mind Contract Agreement

I, \_\_\_\_\_ agree to pay **April Ryans** of **Master Mind** the amount of \$ 309.00 per week, for childcare services for my child, \_\_\_\_\_, under the following conditions:

- Services shall be provided Monday through Friday from 7:30am to 5:30pm with the exception of holidays, and Master Mind closures.
- Tuition is \$309.00 per week
- Parents may choose to make weekly and or monthly payments
- Payments are withdrawn via auto pay on a weekly and or monthly basis from your credit card, debit card, or bank account.
- The Registration fee to hold your child's spot is \$155
- The Annual Enrollment Fee due in May of each year to hold your child's spot is \$155
- Tuition is due on or before the Friday preceding childcare by 5pm when making weekly payments. If tuition is not made on or before the Friday preceding care by 5pm, a \$25.00 LATE FEE PER CHILD/PER LATE DAY will be accessed to my weekly payment, not to exceed "2" days! If payment is not received the following Tuesday after Friday, child care services will be suspended until all payments, including late fees are paid in full.
- Tuition is due on or before the last day of the month preceding childcare by 5pm when making monthly payments. If tuition is not made on or before the last day of the month preceding care by 5pm a \$25.00 LATE FEE PER CHILD/PER LATE DAY will be accessed to my monthly payment, not to exceed "2" days! If payment is not received the following Tuesday after Friday, child care services will be suspended until all payments, including late fees are paid in full.
- I do understand that there will be No Admittance into Master Mind after 9 a.m.
- Children should be picked up by 5:30pm. Late fees will be applied after 5:30pm and will be assessed at \$25.00 for every 15-minute increment. After three late charges are applied, a conference will be held to review contract times.
- I do understand that I will be notified in the case of a required emergency pickup; After notification is given; I understand that I have 1hour to pick-up my child/ren. Late fees will begin the minute after allotted time for pick-up and assessed at \$25 for every 15 minute increment.
- I do understand that Holidays or other closure days shall be paid at the regular agreed upon rate, although Child Care will NOT be provided. (See Handbook Holidays and Closures).
- Pandemics or other outbreaks I do understand that I am responsible for payment of tuition during pandemics, unless otherwise noted. If I choose to temporarily withdraw or terminate enrollment, I am still responsible for following the withdrawal and tuition payment policy. Re-enrollment is not guaranteed. (See Parent Handbook - PANDEMICS AND OTHER VIRUSES)
- Subsidy Payment Responsibility I understand that if for "any" reason The State of Maryland Child Care Scholarship Program does NOT pay my child's tuition. I am FULLY responsible for payment!
- Parents are required to give two (2) weeks written notice when they decide to terminate childcare. The two (2) weeks must be paid in full, regardless of whether or not the child is in attendance.
- I agree to pay the two weeks' notice termination fee upon enrollment. I understand that this can be paid in full in 1 payment or split up into a payment plan. Please note that there will be a \$10 fee per payment if a payment plan is chosen. Master Mind reserves the right to choose the length of the payment plan.
- Tuition Payments, Enrollment fees, Annual Enrollment fees, late fees, and penalty charges are non-refundable

- Master Mind Parent Handbook has been given and read. Parents agree to abide by all terms in the Parent Handbook.
- Parents are responsible for signing their child in and out daily.
- All forms must be returned before child can begin childcare.
- Parents are responsible for finding alternate care when their child is sick or when Master Mind is closed.
- Absences or late arrivals should be called to the provider the night before or by 7:30 A.M. that day. Entry after 9am is only allowed with a doctor's note.
- Master Mind reserves the right to immediately end care for non-payment, failure to respect the daycare, the home, the surrounding neighborhood and for behavior of the child, which is harmful to the physical or emotional well-being of the other children, or failure to abide by Master Mind policies. If care is terminated without proper notification (2 weeks), Payment for the final 2 weeks is still due whether or not child is in attendance at Master Mind.

I have read, understand, and agree to comply with the policies in this contract.

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

\_\_\_\_\_  
Social Security#                      Date

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

\_\_\_\_\_  
Social Security#                      Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date