



ENROLLMENT AGREEMENT 2022-2023

Please refer to your Bylaws and Handbook for additional information pertaining to the following:

Having registered for the 2022-2023 school year at Running Brook Children's Nursery, members are subject to the following terms of membership:

- 1) **Terms of payment (all fees are subject to change)**
- 2) A \$45 registration fee is due from existing members at time of re-registration. A \$65 registration fee is due from new members at time of registration.
- 3) The registration fee will hold a place at the school for those registering before June 30. For those registering after June 30, both the registration fee and the June 30 payment is necessary to reserve a place in the school.
- 4) **Due June 30, 2022: non-refundable fees**

CLASS	INSURANCE	MATERIALS	TOTAL DUE
2-DAY	\$231	\$92	\$323
3-DAY	\$231	\$136	\$367
4-DAY	\$231	\$180	\$411

- 5) **Due August 1, 2022:**

CLASS	ADVANCE TUITION -MAY 2023
2-DAY	\$163
3-DAY	\$210
4-DAY	\$266

- 6) **Due August 1, 2022: Background Checks**
- 7) All individuals who co-op are required to submit to a background check using RBCN's authorization code. The clearance does not expire unless you leave the school. Background checks are performed by FYI Fingerprinting in Ellicott City and the \$65 fee associated must be paid directly to them. For detailed information please refer to the Requirements for Co-oping Members Packet. [FYI Fingerprinting - 3696 Park Ave Suite 103, Ellicott City, MD 21043 - \(410\) 418-4657](#)
- 8) **Due the first of each month, September 2022 through April 2023**

CLASS	TUITION
2-DAY	\$163
3-DAY	\$210
4-DAY	\$266

- 9) **The monthly payment is due on the 1st of each month.** RBCN uses an online payment system. You will receive an invoice by email from treasurer@rbcn.org in advance of the due date. To avoid late fees, payments should be received by the 5th of each month keeping in mind a 2-3 day processing time. If you must pay by check, you can avoid late fees by placing in the locked tuition box in the school by the 5th of each month. If payment is late, a written warning will be given; a second offense carries a \$5.00 per child late fee; a third offense carries a \$10.00 per child fine; fourth offense action will be taken by the Board. In addition to the late fees, any payments owed to the school must be paid by the 15th of the month. **If any payment remains** unpaid by the 15th of the month it is due, your child will lose his/her enrollment status in the school.
- 10) Returned checks: the school is to be reimbursed for the actual bank charges, plus late fees and

tuition as applicable. Your child will not be admitted to class if you owe tuition or other fees. Please do not pay by cash.

11) **Refund Policy**

The registration and insurance fees are non-refundable.

A family who withdraws during the school year between August and May must provide 30 days written notice to the preschool. If a student withdraws during the school year, and a new student begins immediately, the advanced tuition is refunded. If a new student does not begin immediately but within 30 days of the former student's withdrawal, then the advanced tuition is refunded on a prorated basis. If a student does not start within 30 days, there is no refund.

12) **Health Forms**

- 13) Please *complete* and retain health forms until your first session meeting in August.
- 14) The Health Inventory and Emergency Card are both required for admission to school. Please note that the Health Inventory is to be completed by the family and a doctor.
- 15) A complete MSDE Medical Report for Child Care is required for each adult who will act as a *substitute teacher* and must be filled out by a doctor. (If you were a substitute last year then you do not need a new form completed by your doctor. Your current form is sufficient for MSDE requirements).

16) **Responsibilities of the Co-oping Parent/Guardian**

Members of the co-op assist in class on a rotating basis. On your co-op day, you must arrive at the school 15 minutes before the start of class and be prepared to stay behind after the end of class to finish your co-op duties (usually no more than 30 minutes beyond the end of class).

If you cannot co-op on your scheduled day, it is your responsibility to find a replacement. Siblings may not accompany the co-op parent during class time, as the co-op duties require the parent's full attention.

17) Members also participate by:

- a) Assisting with the set up and take down of the school
- b) Attending the "New Member Orientation Meeting"
- c) Attending the General and Session meetings
- d) Housekeeping in the classroom on one afternoon per year (Board exempt)
- e) Holding a board or committee position
- f)

Members are required to participate in the one mandatory fundraiser, held toward the end of the school year. Members may have the option to “buy-out” of the fundraising event. (See fundraising chair for “buy out” fee).

18) **Board Members**

Running Brook Children’s Nursery is managed by a Board of Members who volunteers their time and energies to:

- a) Provide general leadership, especially at meetings (President)
- b) Oversee the school, the school’s program, and the curriculum
- c) Hire teachers
- d) Manage enrollment and collect records (Vice President of Enrollment)
- e) Organize committees and housekeeping (Vice President of Operations)
- f) Take minutes (Secretary)
- g) Collect payments and keep member accounts (Treasurer)
- h) Pay school expenses, including wages and taxes, and make financial reports (Treasurer)
- i) Facilitate communication between the Board and teachers with each class (Session Parent)
- j) Manage the building lease and other business details (Business Manager)
- k) Coordinate and manage fundraising (Fundraising Chairperson)

19) Any member can volunteer to be a Board Member, however past membership at RBCN is strongly encouraged for the following board positions: President, Enrollment VP, Operations VP, and Session Parent. **Any member-at-large may attend a board meeting.**

20) **Other Information**

Most of the information you will need in the coming year can be found in the Handbook. If you have any questions or concerns, please contact your Session Parent or any of the Board Members.

**PLEASE KEEP THIS AGREEMENT
AVAILABLE FOR QUICK REFERENCE**

(Revised 05/2022)

ENROLLMENT AGREEMENT Signature Page (due June 30, 2022)

Having registered my child for the 2022-2023 school year at Running Brook Children's Nursery, Inc., I have received and agree to the terms and conditions of membership as stated in the Running Brook Children's Nursery, Inc. Vision and Mission Statement, Handbook, Bylaws, and I have had an opportunity to read the documents and understand their contents. I am aware that I may ask any Board member for help if I have questions concerning any aspect of the program and have been provided appropriate contact information for meeting my needs.

By signing this Form, I agree that I have read and understand the information given to me in the Enrollment Agreement. To maintain membership, I will abide by the terms and conditions of Running Brook Children's Nursery, Inc.

Parent's Signature

Date

Child's Name

Child's Class

**Running Brook Children's Nursery
Payment Coupon for Non-refundable Fees**

Child's Name _____ Class _____

Payment Amount Due (per child):

CLASS	INSURANCE	MATERIALS	TOTAL DUE
2-DAY	\$231	\$92	\$323
3-DAY	\$231	\$136	\$367
4-DAY	\$231	\$180	\$411

Total Amount Paid: \$ _____

Due Date: June 30, 2022

Families will receive an invoice by email from our Treasurers, and payment can be submitted electronically.

Parents please note: The enrollment agreement signature page is due June 16 and the non-refundable fees (registration, materials and insurance) are due on or before June 30, 2022.

One form per enrolled child is required. Please email completed forms to enrollment@rbcn.org.

If any payment remains unpaid by the 15th of the month it is due, your child will lose his/her enrollment status in the school.