



# PARENT POLICIES AND PROCEDURES



## Fort Washington, MD

9300 Livingston Road,  
Suite B-100  
Fort Washington, MD. 20744  
Office: 301-292-8588

## BRYANS ROAD, MD

8030 Matthews Road,  
Unit 109  
Bryans Road, MD 20616  
Office: 301-684-2265

[www.edutainmentlearningcenter.com](http://www.edutainmentlearningcenter.com)

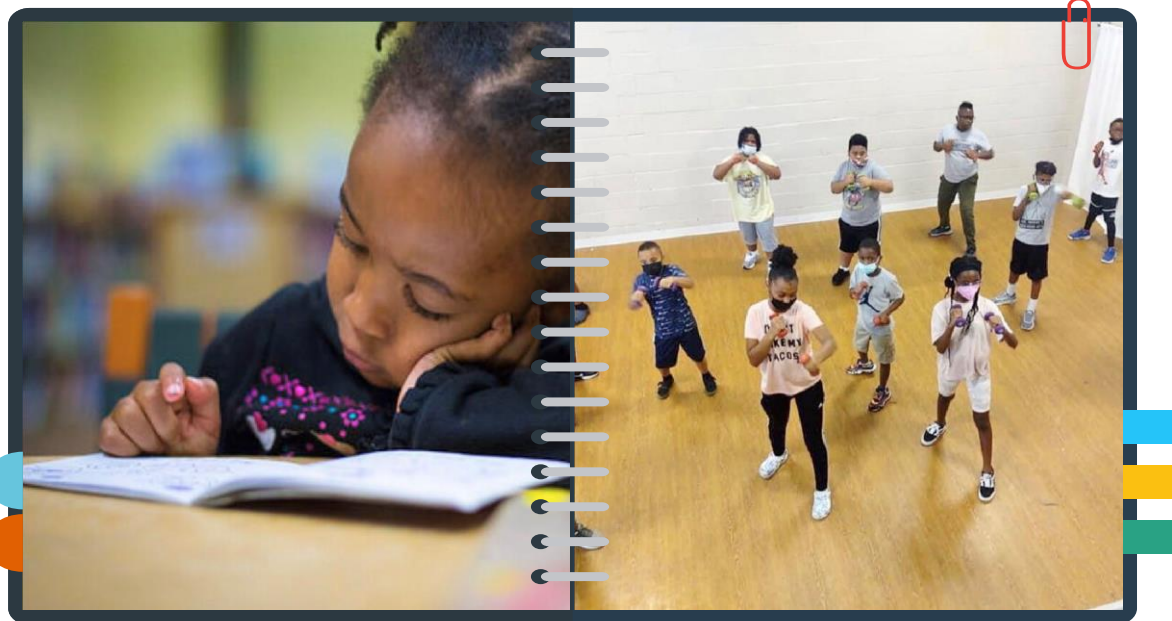


## BEFORE & AFTER SCHOOL PROGRAM PARENT GUIDELINES & HANDBOOK



Please read the full Parent Guidelines and Handbook before registering your child. These guidelines must be followed while your child is enrolled at Edutainment Learning Center.

Welcome to Edutainment Learning Center (ELC). We have been serving the community since 2005. We implement learning and fun! We believe that all students have the ability to succeed. ELC strives to increase and enhance the academic skills of each student who enters any of our programs in a safe and welcoming environment.





## HOURS OF OPERATION:

6:30 am – 8:30 am

2:30 pm – 6:30 pm



## FEES:

Registration: \$75

Before School Only: Ft. Wash: \$80/Weekly | Bryans RD: \$70/Weekly

After School Only: Ft. Wash: \$110/Weekly | Bryans RD: \$100/Weekly

Before & After School Ft. Wash: \$120/Weekly | Bryans RD: \$110/Weekly



## DISCOUNTS:

2nd Sibling : Discount of \$5 off the Regular Weekly Fee

3rd Sibling : Discount of \$10 off the Regular Weekly Fee

## PAYMENT CONTRACT & AGREEMENT

This agreement will be effective as of the start date listed on your registration form and will expire on the last day of the 2023/2024 school year.

The first day for our Before & After School program begins on:

Bryans Road Location: Monday, August. 28, 2023 (The first day of school)

Fort Washington Location: Monday, August. 28, 2023 (The first day of school).



## REGISTRATION

Registration can be completed online. Once you pay the registration fee it holds your slot for two-weeks. If a student does not start within those two-weeks after the school year begins, the registration fee will be forfeited. A copy of your photo ID is required at the time of registration.

## PAYMENTS & LATE FEE

Payments are due every Friday before the next week begins. You agree to pay your child's fee on Fridays before the next week starts. You agree to have your payment automatically withdrawn from your account every Friday once your child is enrolled in our Before and After School Program. If your payment is returned for any reason, there will be a \$35 return fee charged to your account. You will incur a \$10.00 late fee per day starting Saturday if we do not receive your payment on Friday. Return fees and late fees can be made via Cash App to \$Youth avenues. All payments must be made by Monday morning at 6:30 AM to continue services with ELC. Your child will not be able to return until we receive the full tuition including all fees. If payment is not received by Monday morning, your child will not be transported to or from school and no additional notice will be given due to nonpayment. You, the parent, will be responsible for making other arrangements for your child to be picked-up from school. Partial payments will not be accepted. If your child is suspended due to nonpayment, tuition will continue to be charged for two weeks. If we do not receive payment within those two weeks, your child will be terminated from Edutainment.

All students must be picked up by 6:30 pm. A late fee of \$1.00 per minute will be charged starting at 6:31 pm. Late fees are due at the time of pick-up and is paid directly to the staff on duty. If you are late three times during the school year (agreement dates), your child(ren) will be terminated from ELC.

There are no deductions of weekly payments for absences, holidays, vacations, medical conditions, inclement weather closings, Covid-19 related closings, and any other unforeseen closings.

## REFUND POLICY

Edutainment has a no-refund policy.



## WINTER & SPRING BREAK

Edutainment will be open during Winter and Spring Break week if a minimum of ten students sign-up for that week. When school is out for these breaks, you are required to pay \$160.00 if your child will be attending ELC, during this week. If your child will not be attending during winter and spring break camp, you are required to pay your regular scheduled weekly payment, regardless of if your child attends Edutainment Learning Center (ELC).



## CLOSING DATES:

ELC will be CLOSED on the following dates, and you are still required to pay your regular tuition payment:

Labor Day	(September 4th)
Native American Day	(October 9th )
Veteran's Day	(November 10th)
Thanksgiving Break	(November 22nd through November 24th)
Christmas Break	(December 25th through December 26th)
New Year's Day	(January 1st)
Martin Luther King Day	(January 15th)
President's Day	(February 19th)
Easter Break	(March 29 <sup>th</sup> through April 1st)
Memorial Day	(May 27th)

Dates are subject to change based on school calendar changes.

## INCLEMENT WEATHER

Edutainment follows PG County Public School and Charles County Public School for inclement weather closings. If schools are closed, ELC will be closed. If schools have a delayed opening, ELC will have a delayed opening (8:30 am). If schools have an early dismissal, ELC will close at 4:30 pm. Late fees will begin at 4:31 pm. You are still required to pay full tuition during inclement weather closings.

## SCHOOL CLOSINGS NOT DUE TO INCLEMENT WEATHER

Edutainment will open from 7:00 am to 6:00 pm for school professional and planning days as a one-day camp if it is not on our list of closings. **We require a minimum of ten students to sign-up in order for us to open for a full camp day.** The sign-up notice will be located on the front desk.

If a child attends ELC on these days, there will be an additional charge of \$25 per child for that day, due the day before. If you sign-up your child/ren and he/she does not attend you are still responsible for the all-day fee. The payment can be made via Cash App to \$Youthavenues. If a child attends ELC when school gets out 2 hours early, there will be an additional charge of \$15.00 per child.

## WITHDRAWAL

You understand that enrollment for your child is for the dates listed above. You agree to give Edutainment a two-week withdrawal notice in writing, upon withdrawing your child from our Before and After School Program. This notice can be sent via email to [contact@edutainmentlearningcenter.com](mailto:contact@edutainmentlearningcenter.com). You understand that you must discuss your financial status with the supervisor to make certain that you have met all of your financial responsibilities. If this procedure is not followed, you will still be charged tuition for the last two-week period.

In the event of non-payment, collection action will be initiated, and the parent/guardian will be responsible for all court fees and/or collection fees, including fees for collection agency.

There are no deductions of weekly payments for absences, holidays, vacations, medical conditions, inclement weather closings, and any other unforeseen closings.

# POLICIES AND PROCEDURES



## EMERGENCIES

In case of an emergency, you understand that every effort will be made to contact you. In EMERGENCIES requiring immediate medical attention, your child will be taken to the nearest hospital emergency room. You understand and authorize the responsible person at the center to have your child transported to that hospital.

## CPR & FIRST AID

Note: Our staff members are CPR & First Aid certified and will administer basic assistance until the medics arrive if needed.

## BACKGROUND CHECKS

All staff undergo FBI and Maryland State Background checks. All staff undergo an additional background check for child abuse and neglect through the Maryland State Department of Human Resources.

## ARRIVAL & DEPARTURES

Upon arrival and departure each parent is required to bring his/her child into and out of the building and see that the child is under supervision of a staff member before leaving the premises. Each child must be signed in and out daily on our sign in/out sheet.

## TRANSPORTATION

You grant permission for your child to be transported by van with Edutainment Learning Center to/from school. If your child will not need transportation on a specific day, please email, [contact@edutainmentlearningcenter.com](mailto:contact@edutainmentlearningcenter.com) with the date, child's name and school before 12:00 PM. If your child is the only one at a particular school and we go to pick-up him/her, there will be a \$10 charge if we are not notified that your child will not be riding the van that day.

Edutainment will arrive at the schools to transport children at dismissal time. The van will leave at the time of the buses. If a student misses the van, a parent will be responsible for picking-up the student. If the parent is unable to pick-up the child, and we have to go back to a school, there will be a \$10 charge to your account.

## SICK POLICY

Students will be refused admittance or sent home from the program due to any illness, which keeps them from participating in activities. In the event of a serious illness or suspected contagious disease, a physician's written note is required for the child to return to the program. When notified of a child's illness, a parent must pick up the child within one hour. If the parent is unable to pick up the child, alternate arrangements must be made. If we cannot reach the parent, we will call the emergency contacts listed on the child's authorized to pick-up list. Students with allergies or any other condition will not be excluded from any activity during winter and spring break camp. If a student cannot participate during spring break, alternative services must be found.

Edutainment Learning Center has a NO MEDICATION POLICY. We will not administer any medication to a child.



## MEALS

Snacks are available for purchase or parents may provide packaged snacks for students.

## BEHAVIOR

All students are expected to respect staff and other students. The following is our discipline policy.

Our Before and After School Supervisor has the authority to use any one of these discipline actions based on the severity of the incident.

Incident 1 : Warning

Incident 2 : Phone Call

Incident 3 : Suspension

Incident 4 : Termination

If a student brings any property from home, he/she is responsible for the item. Although we take every precaution possible to protect everyone's property, ELC will not be responsible for any item brought from home that is lost or broken. If your child should accidentally take property from the center that does not look familiar, please return it. If any item in Edutainment is purposely broken, that child's parents will be responsible for paying for that item.

Edutainment prides itself on having a very progressive and interactive program. During these times, students' activities are sometimes photographed or videotaped. You give ELC permission to photograph your child's daily activities. These photos will be used for documentary purposes such as newsletters, handbooks, promotions, flyers, T.V. ads, brochures, emails, advertisements, and websites only.

## MISCELLANEOUS

You grant permission for your child to participate in all Edutainment's activities. You understand that ELC assumes no responsibility for injuries or illness, which your child may sustain as a result of his/her physical condition or resulting from his/her

participation in any activity. You expressly acknowledge on behalf of yourself and your heirs that he/she assume the risk for any and all injuries and illnesses which may result from his/her participation in these activities and you hereby release and discharge Edutainment Learning Center, and its employees from any and all claims for injury, illness, death, loss or damage which he/she may suffer as a result of his/her participation in these activities. You acknowledge the waiver and accept the conditions set forth above and are in sympathy with the goals and purposes of ELC.

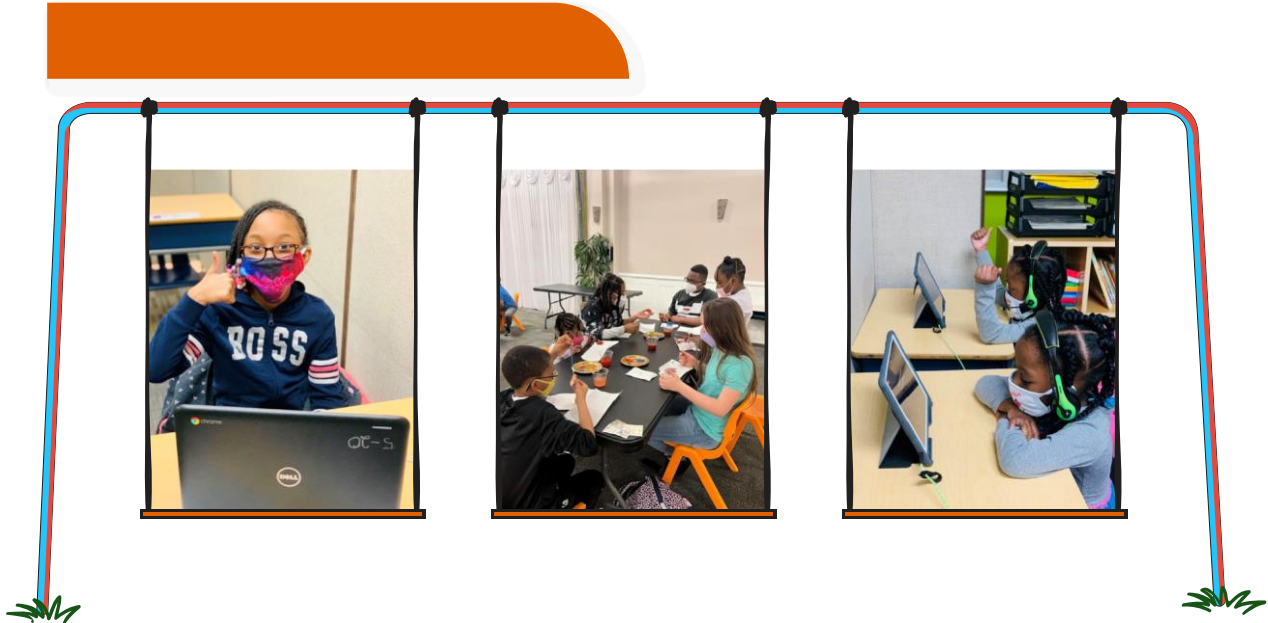
### **IMAGE RELEASE:**

In consideration of participation in Edutainment Learning Center, the undersigned agrees that their likeness, or the likeness of their child/children may be photographed or videotaped and that such image may be published in an outlet used to promote or publicize our Before & After School Program.

**\*All policies are subject to change upon written notice.**

Please check our lobby area daily for any notices pertaining to our Before and After School Program.

By electronically signing the Before & After School Terms & Conditions, you agree to adhere and abide by the policies as outlined in this agreement. You do understand and agree to carry out the parent's responsibilities under this Policy and Procedure Agreement in Edutainment Learning Center's Guideline and Handbook.



Thank you for enrolling your child at Edutainment Learning Center. We look forward to serving you and your family!