



## Distance Learning 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. Edutainment is a Maryland state registered Youth Club. Our Youth Club implements learning and fun!

### **Hours of Operation:**

7:00 AM – 6:00 PM

### **Youth Club Fees:**

Registration Fee: \$50

Full Day: \$140

Weekly Half Day: \$75

### **Requirements:**

Mask

Laptop/iPad

Headphones

Books Required by Teachers

Class Schedule

Payment Contract & Agreement

This agreement will be effective as of the start date listed on your registration form. A two- week notice is required to terminate students.

### **Registration:**

Registration can be done online. Registration is not complete until forms are completed and the registration fee is paid. Once you pay the registration fee it holds your slot for two-weeks. If a student does not start within those two-weeks, the registration fee will be forfeited. A copy of your photo ID is required at the time of registration.

**Payments & Late Fees:**

Tuition is due on Friday's. You agree to pay your child's tuition every Friday, which automatically comes out of your account. You agree to pay one week's tuition on the Friday before the next week starts. If your tuition payment is returned for insufficient fund, there will be a \$35.00 fee applied to your account that can be paid by through our CashApp (\$youthavenues). Your child will be automatically terminated if your payment is not received by Monday morning. There is a \$10 late fee per day, until tuition is paid. Partial or split payments will not be accepted. Edutainment cannot guarantee your child's slot if he/she is terminated. Edutainment has a no-refund policy. All students must be picked up by 6:00 p.m. A late fee of \$1.00 per minute will be charged starting at 6:01 p.m. Late fees are due at the time of pick-up. If you are late five times during the school year, your child(ren) will be terminated from ELC. Your tuition payments must be set up online. Your first initial weekly payment must be paid on the Friday before your child starts on Monday.

**Closing Dates:**

ELC will be CLOSED on the following dates and you will be responsible for your regular tuition:

Christmas Break (December 24th through December 31st) New Year's Eve  
 News Year's Day (January 1st)  
 Martin Luther King (January 17th)  
 President's Day (February 21th)  
 Easter Break (April 15th & April 18th)  
 Memorial Day (May 30th)

Dates are subject to change.

**Inclement Weather**

An email will be sent for all inclement weather closings. Edutainment follows PG County Public School (Prince George's County residents) and Charles County Public School (Charles County residents) for inclement weather delays and closings. You are still required to pay full tuition during inclement weather closings.

**Withdrawal:**

You agree to give Edutainment a two-week withdrawal notice in writing, upon withdrawing your child from Edutainment. You understand that you must complete a withdrawal form and 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 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 collection fees, including fees for collection agency. There are no deductions of weekly payments for absences, holidays, vacations, medical conditions, and inclement weather closings.

**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:**

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

**Background Checks**

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

**Arrival & Departures**

Upon arrival and departure staff will sign in and out. 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.

**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 permission slip 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.

**Meals**

Students must have a non-perishable lunch and snack.

**Miscellaneous**

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, and websites only.

**Liability Release Authorization**

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. You agree to adhere and abide by the policies as outlined in this agreement. \*All policies are subject to change upon written notice. 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.

Electronically Signed