

# GO TELL IT LEARNING CENTER

1798 Brightseat Road

Landover, MD 20785

301-322-4844 ("GTI 4" your child)

Website: <http://www.gotelllearningcenter.org>

Email: vtardy@gotelllearningcenter.com

## TUITION PRICE LIST

### **ANNUAL REGISTRATION FEES: (Non-Refundable)**

\$200.00 per child Infant - up to 15 months

\$175.00 per child 16 months - 2 Years-Old

\$150.00 per child 3 – 4 Years-Old and Older

### **RE-REGISTRATION FEES: (Non-Refundable)**

\$150.00 per child - Infant

\$125.00 per child 18 months - 2 Years-Old and Younger

\$100.00 per child 3 – 4 Years-Old and Older

*(Catered Breakfast, Hot Lunch and Snack included in below fees.)*

### **Infant Care Monthly Fee (6 weeks – 15 months)**

*\*Note: Only 6 cribs available, act fast!*

(5 days a week) \$1,150.00

(4 days a week) \$1000.00

(1-3 days a week) \$950.00

### **Toddler (18 months – 24 months)**

(5 days a week) \$1,050.00

(4 days a week) \$900.00

(1-3 days a week) \$850.00

### **2 Years Old**

(5 days a week) \$875.00

(4 days a week) \$825.00

(1-3 days a week) \$775.00

### **3 and 4 Years Old**

(5 - 4 days a week) \$800.00

(3 - 1 days a week) \$750.00

**Before Care: (Ages 5 – 12 Years Old) - Month: \$250.00**

**After Care: (Ages 5 – 12 Years Old) - Month \$300.00**

**Before and After Care: (Ages 5 – 12 Years Old) - Month \$500.00**

**Summer Program: (Ages 5 – 12 Years Old)**

Start Date: July 5 – August 19, 2016 (Space is limited!)

\$910.00 (7 weeks; \$130.00 weekly w/breakfast and hot lunch)

Other Expenses Fees:

Class Supply List, Books and Pictures are extra

HOURS OF OPERATION: 6:30 A.M. to 6:00 P.M. Monday – Friday

HOURS OF OPERATION ON 2<sup>nd</sup> and 4<sup>th</sup> Saturdays – 9:00A.M. – 5:00P.M.

Late Fees:

\$2.00/Per Minute After 6:00 P. M.

\$3.00/Per Minute After 6:30 P. M.

(ALL FORMS MUST BE COMPLETELY FILLED OUT IN ADVANCE BY PARENTS AND YOUR CHILD'S DOCTOR IN ORDER FOR YOUR CHILD TO START SCHOOL)

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**REGISTRATION APPLICATION**

Please print or type information clearly on the forms.

Child's Name: \_\_\_\_\_  
                                    First                    M.I.                    Last

Home Address: \_\_\_\_\_

Gender Male: \_\_\_\_\_ Female: \_\_\_\_\_ Child's D.O.B. \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_

Requested Date for Enrollment: \_\_\_\_\_

**Mother**/Guardian's First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employed by: \_\_\_\_\_ Occupation: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Work Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Father**/Guardian's First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employed by: \_\_\_\_\_ Occupation: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Work Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are parents divorced, separated or living together: \_\_\_\_\_

With whom does the child reside?: \_\_\_\_\_ Who has legal custody of child: \_\_\_\_\_

Language(s) spoken at home?: \_\_\_\_\_

Brother's/Sister's: \_\_\_\_\_

Dates of Birth: \_\_\_\_\_

**List any existing medical conditions, allergies and/or special attention your child may require:**

\_\_\_\_\_  
\_\_\_\_\_

**(For those emergencies requiring immediate attention, I understand and agree that my child will be taken to Doctor Community Hospital)**

**Mother's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Father's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## GO TELL IT LEARNING CENTER

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Tuition Contract

Academic Year 2016-2017

Tuition for my child (first name) \_\_\_\_\_ (last name) \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_, is \$\_\_\_\_\_ monthly. For the child, this rate remains in effect from \_\_\_\_\_ through \_\_\_\_\_ or until your child may change age groups. During this period, I/we will make monthly payments according to the tuition payment schedule attached.

### 1. Payment Methods:

- Checks, Money Orders, and certified funds and credit cards with a transaction fee are acceptable forms of payment. Tuition must be paid monthly. Tuition monthly payments that are not paid on time (see Tuition Payment Schedule (TPS) attached) shall incur a late fee of \$60.00 for payments received late up to three business days after the payment is due. A \$100.00 late fee will be charged for late payments made after the fourth day. Tuition which is more than two weeks past due may cause your child to be dropped from the program and his/her slot to be allocated to another child. Late Tuition, late pick-up and return check fees are automatically billed to your account without exception. Request to waive fees made be made through the waiver appeal process. Checks returned by your bank for any reason shall incur a \$75.00 returned check charge. Future payments may be requested in cash or certified funds/check.
- A non-refundable registration fee (see top sheet for rate) should be paid in advance of your child entering our program. Any money given by a parent will be applied in the following manner; registration first, all other fees and finally tuition. When a parent in our program formally withdraws, they must pay a re-registration fee to re-enroll. A re-registration fee (see top sheet for rate) for children must be paid annually. Re-registration is charged annually upon the commencement of each contract year.
- **Process for suspending a child/ren for failure to pay school fees (For discipline related suspensions please refer to suspensions guidelines for details)**  
If payment is not received within 72 hours of the due date, a warning letter will be sent to the parent. If payment is not received after the warning letter, a second letter will include a demand for payment in full or the child will be suspended. The child shall remain suspended until payment is received in full. The parent will remain responsible for tuition during the suspension period. No reduction is made for suspended or expelled child/ren for any reason.
- No reduction in tuition is made for vacation, illnesses, holidays, weather related emergency closings or for any reason the school may need to close or close early and open late. Tuition I charged for 5 days per week as long as a child is enrolled.
- **Contact Start Date:** The parent is obligated to begin paying tuition on the Contracted Start Date (CSD), and will therefore be invoiced as of the CSD without exception. A parent's failure to attain all required enrollment information and submit them properly does not void in the CSD. Should a space not be available on the CSD the Center will refund all monies including the registration fee, unless the Center makes it known otherwise at the time of contract signing.
- Any monies not paid according to the terms of this contract will be subject to legal action. If this course of action is taken, you will be liable for all court costs. Collection companies are under contract with Go Tell It Learning Center to collect my outstanding debts.
- During a suspension period, all tuition is due and should be paid on time to avoid **penalties**.

### Re-Registration Fee:

- **Re-Registration:** All parents will children who decide to remain with GTILC for the next school year are required to re-register as good faith toward their commitment to return.

Tuition Contract (Continued)  
Academic Year 2016 - 2017

2. **GTILC's Hours/Late Pick Up:**
  - The Center's hours of operation are 6:30 a.m. to 6:00 p.m. Parents are requested to be prompt in picking up their child. Your account will be charged a late fee of \$2.00 per minute after 6:05 p.m. until 6:30 p.m. Habitual late pick-ups may cause suspension. Late pick-up fees after 6:30 p.m. will be \$3.00 per minute. Late pick-up fees must be paid in full by close of business the next business day or the late pick-up fee will double. In case of inclement weather, if the Center closes early, late pick-up fees will be applied after the early closing time of the inclement weather day. No late pick-up services will be provided on inclement weather early closing days. Parents must contact the school on inclement weather days about early closing time. GTILC does not call parents for inclement weather/emergencies or early closings. For parents who pick-up their child late more than three times in any 30 day period, a fee schedule of \$5.00/minute late fee may be charged. Suspension and/or expulsion may also be remedies. Legal authorities (such as Social Services and Protective Services, etc.) will be contacted for children not picked up after 1 hour of GTILC closing, i.e., at 6:00 p.m. Habitual late pick-ups will be asked to find another school.
  
3. **Sibling Discount:**
  - While a sibling discount may be extended to one child in a family, this discount is applied to the child with the lowest tuition rate, and does not apply to a family of 2 enrolled with a child that may be infant age (12 months -24 months). With a family of 3 children with one being an infant, the lowest rate of the other two children is eligible for discount. Example: If you have a 3 year-old and a 6 month old, you will not receive a 10% sibling discount toward the 3 year-old rate until the 6 month old turns 18 months old.
  
4. **Promotional Advertisement for Enrollment:**
  - From time to time, in order to boost enrollment during an "off-peak" period, GTILC may run special promotions. At these times, discounted rates may be offered that are lower than the rates parents may be paying. These promotions do not entitle already contracted parents to any promotional discounts. GTILC continues to have a very high demand for its services. We always want to be in the position to offer our services to parents who weekly meet their financial obligations to the school. Parent's failure to remain current in their tuition may be given two weeks notice prior to dismissal. Full tuition payment is expected during this notice period. In the event of re-enrollment the child will be placed on the waiting list. Parents will then be given notice of an opening. Promotional, advertisement and discount rates will change to regular rates when, a. your balance is not current for more than two weeks, and b. your checks are returned (insufficient funds) for more than three times.
  
5. **Withdrawing/Returning/Other:**
  - Parents withdrawing their child from the program for any reason (medical, financial, etc), must give a 30 day written notice for withdrawal and may be required to pay a re-registration fee should they re-enter the program at a later date. Parents failing to provide a 30 day notice will be required to forfeit one week of tuition \_\_\_\_\_. Children withdrawing and traveling outside the USA for three weeks or more must have a complete physical in the USA before returning back to school.
  
6. **Behavior/Discipline/Suspension on Policies:**
  - Certain behaviors and discipline related matters may cause your child's immediate suspension and or expulsion from the school. For more comprehensive details refer to our Suspension Guide Lines. \_\_\_\_\_ (parents initials) No reimbursements of any funds/payments will be made if your child's behavior is the cause of suspension or expulsion from school. All deposits, tuition, and any other fees paid in advance are non-refundable for a child who is expelled from the school. \_\_\_\_\_
  
7. **Abiding by School Policies:**
  - Parents are expected to respect and uphold school policies and regulations and the contractual agreement they have with the school. GTILC reserves the right to ask parents to *remove* their child from the school without tuition reimbursement if said parents disregard or fail to uphold school policies, regulations, or terms of the contractual agreement they have with GTILC.
  -

**THIS CONTRACT SUPERSEDES ALL PREVIOUS CONTRACTS**

I/We the undersigned, have read and fully understand, and agree to comply with the tuition contract and fee schedule and all policies of Go Tell It Learning Center.

Contract Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ GTILC will start billing on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Fees Paid:	Cash	Check	Money Order
Registration Fee	/	/	/
Tuition	/	/	/

**Mother/Guardian Signature:** \_\_\_\_\_ **Father/Guardian Signature:** \_\_\_\_\_

Signature of Financially Responsible Person: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name of Financially Responsible Person: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **SUSPENSION GUIDELINES**

All parents are requested to read the following revised Discipline and Suspension Guidelines. Please talk to your child/ren about good behavior while attending school. Certain behavior may cause suspension and or expulsion from school.

I, \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_  
(Mother or Guardian)  
(Father or Guardian) acknowledge the receipt of the following suspension guidelines:  
(Child's/Children's Name)

Certain forms of school disciplinary actions do not always effectively work with all children. In some instances further steps must be taken to rectify the problems in the school and to bring these repeated problems to the parent's attention.

In line with GTILC policies and procedures the following may result in your child's suspension or expulsion from GTILC:

**1. Failure to comply to the school's Rules and Regulations:**

- A. Incomplete Records and out dated information e.g., contact information and phone numbers etc.
- B. All 3 year olds and older children being tardy for more than 5 minutes 3 times within a 30 day period.
- C. Health regulations and violations.
- D. Uniforms 3 years and older (repeatedly reporting to school out of the established uniform).
- E. Tuition Contract (failure to uphold financial obligations to the school delinquency in excess of three weeks).
- F. Behavior modification three (3) or more visits to the office in one week.

**2. Deliberate destruction of school property and or destruction of another child's or staff's property.**

- 1st Offense - Conference with parent and warning issued.
- 2nd Offense - Conference with parent, suspension for 1 week with final warning.
- 3rd Offense - Conference with parent, expulsion from school.

In case of destruction of school property, any child or staff's property, parent may be asked to reimburse the cost/value of the said property.

**3. For all 2 year-olds and above, profanity or abusive language directed at the staff/another child.**

- 1st Offense - Conference with parent, warning issued.
- 2nd Offense - Conference with parent, suspension for 2 days.
- 3rd Offense - Conference with parent, suspension for 4 days.
- 4th Offense - Conference with parent, suspension for 1 week, with final warning issued.
- 5th Offense - Conference with parent and expulsion from school.

**4. Intentionally attempts to physically harm another child or staff member:**

- A. Minor injuries:
  - 1st Offense - Conference with parent, warning issued.
  - 2nd Offense - Conference with parent, suspension for 2 days.
  - 3rd Offense - Conference with parent, suspension for 4 days with final warning issued.
- 4th Offense - Conference with parent and expulsion from school.
- B. Major injuries:

Stabbing someone with a knife/scissors/pencils, or any other object.

**Suspension Guideline Continued:**

1. Stabbing someone causing a large wound.
2. Intentionally pushing someone down or hurting someone which may cause broken bones.
  - a. 1<sup>st</sup> Offense – Conference with parent and suspension for 2 weeks with final warning (Police will be called in).
  - b. 2<sup>nd</sup> Offense – Conference with parent and expulsion from school (Police will be called in.)

**5. Inappropriate body acts:**

- A. Hitting – causing injury to other children or staff (see #4).
- B. Biting (skin broken) two years or order
  - 1<sup>st</sup> Offense conference with parent, 2 days suspension
  - 2<sup>nd</sup> Offense – conference with parent, suspension for 4 days
  - 3<sup>rd</sup> Offense – conference with parent, final warning and suspension for 1 week.
  - 4<sup>th</sup> Offense – conference with parent, expulsion for school for current school year.
- C. Kicking/Pushing (see #4 A & B)
- D. Discharges (deliberately – spitting, urination, etc...on another child or staff member).
  - 1<sup>st</sup> Offense conference with parent, 2 days suspension
  - 2<sup>nd</sup> Offense – conference with parent, suspension for 4 days
  - 3<sup>rd</sup> Offense – conference with parent, final warning and suspension for 1 week.
  - 4<sup>th</sup> Offense – conference with parent, expulsion for school for current school year.
- E. Exposing private parts of the body.
  - 1<sup>st</sup> Offense conference with parent, 2 days suspension
  - 2<sup>nd</sup> Offense – conference with parent, suspension for 4 days
  - 3<sup>rd</sup> Offense – conference with parent, final warning and suspension for 1 week.
- F. Cutting someone's hair or pulling someone's hair exposing the scalp.
  - 1<sup>st</sup> Offense conference with parent, suspension for 3 days and final warning issued
  - 2<sup>nd</sup> Offense conference with parent and expulsion from school.

**6. Intentionally:**

- A. Putting hands on someone else's private body parts.
- B. Putting hands inside someone else's clothes and touching their private body parts.
  - 1<sup>st</sup> Offense: Conference with parent, suspension for 2 days and final warning issued.
  - 2<sup>nd</sup> Offense: Conference with parent, expulsion from school.

**7. Bringing in, showing or distributing:**

- a. Pornographic pictures, magazines and books.
- b. Pornographic explicit movies, music video, CDs, tapes, records cassettes, books and magazine.
  - i. 1<sup>st</sup> Offense: Conference with parent, suspension for 2 days and final warning issued.
  - ii. 2<sup>nd</sup> Offense: Conference with parent and expulsion from school.

**8. Habitually late in picking up child/ren from school after 6:00pm (e.g. 3 times in a 30 day period), a late fee of \$5.00/minute will be charged. Suspension and or expulsion may also occur.**

**9. Any continuous violation/s by the parent/s, e.g.;**

- a. Not providing updated phone numbers and contact information
- b. Parking violations.
- c. Not signing your child in/out daily.
- d. Using abusive language in the building
  - 1<sup>st</sup> Offense: Conference with parent and warning issued
  - 2<sup>nd</sup> Offense: Conference with parent and suspension for 2 days
  - 3<sup>rd</sup> Offense: Conference with parent and suspension for one week
  - 4<sup>th</sup> Offense: Conference with parent and expulsion from the school.

- 10. Physical punishment of a child within the school boundaries by parents, guardian, grandparents, other relatives and friends.**
- a. Hitting your own child/ren or other children in the school building/property.
    - i. 1<sup>st</sup> Offense: conference with parents, child suspended for 2 days and warning issued.
    - ii. 2<sup>nd</sup> Offense: conference with parent child suspended for 1 week and final warning issued
    - iii. 3<sup>rd</sup> Offense: conference with parent and expulsion from school
  - b. Disciplining someone else's child/ren in the school building/property.
    - i. 1<sup>st</sup> Offense: Suspension for 3 days and the parent/s involved in the incident will not be allowed to enter the school.
    - ii. 2<sup>nd</sup> Offense: Expulsion from the school.
- 11. If your child/ren are diagnosed of having a contagious/infectious condition, you must inform the school with 24 hours after the diagnosis has been made. A doctor's note is required for your child to return to school. GTI reserve the right to make our own decision about your child attending/not attending school for that particular period of time. Repeat violations will result in suspension or expulsion from school (will be determined by the Owners of the school.)**
12. Writing/distributing/sharing the following:
- a. Threatening letters/materials
  - b. Love letter/materials containing threats
  - c. Hate letter/materials
  - d. Making threatening remarks to staff personnel/classmates and or other individuals associated with school.
    - i. 1<sup>st</sup> Offense – Conference with parent and suspension for 1 week with final warning
    - ii. 2<sup>nd</sup> Offense – Conference with parent and expulsion form school.
- 13. Parents not escorting their child/ren upon entering the school and upon exiting the school.**
- a. 1<sup>st</sup> Offense: Conference with parent/s and warning issued.
  - b. 2<sup>nd</sup> Offense: Conference with parent/s 2 days suspension.
  - c. 3<sup>rd</sup> Offense: Conference with parent and expulsion fro school.
- 14. Children bringing in cell phones, i phones, pages, etc. Parent must inform the administrative office and child's teacher; the devices must be labeled and stored in child pocket or bag or with teacher. The device is not allowed to be freely out in the open for other peers to see or use. Refusal to do so:**
- a. 1<sup>st</sup> Offense: Conference with parent and child with be suspended for 2 days.
  - b. 2<sup>nd</sup> Offense: Conference with parents and child with be suspended for 1 week and final warning issued.
  - c. 3<sup>rd</sup> Offense: Conference with parents and expulsion from school.
- 15. Your children are not allowed to bring the following items under any circumstances:**
- a. Drugs of any kind, e.g., cocaine, marijuana, narcotics, etc. Prescription durgs or over the counter drugs brought in by a child.
  - b. Wine, liquid, beer or any kind of alcoholic beverage
  - c. Mace
  - d. Any glass items/bottles/containers, etc.
  - e. Nails and screws of any type
  - f. Explosive devices and/or any harmful chemicals
  - g. Any kind of food laced with chemicals and other toxic substances which can hare other people
  - h. Large size stones
  - i. Guns/Pistols of any kind (toys included)
  - j. Hammers (no toy hammers)
  - k. Large size scissors (no toy scissors)
  - l. Knives (machetes, swords, etc.) toys includes
  - m. Matches
  - n. Heavy metal chains/objects/rods/belts that may cause injury or harm to others
  - o. Any heavy object that can be used as a weapon
  - p. Screw Drivers and long pointed sharp objects/toys included
  - q. Arrows/Bows/Sharp Hooks (no toy saw of any kind or toy cutting tools)
  - r. Cigarettes, Nicotine, Cigarette or any kind of tobacco products/Lighters or any flammable fluid
  - s. No toy of any kind (that can be used as a weapon or harmful

1<sup>st</sup> Offense: Conference with parent/final warning issued and 1 week suspension, (Police and other authorities will also be notified).

2<sup>nd</sup> Offense: expulsion (Police and/or other authorities with also be notified).

**Although these are guidelines, it may be necessary, depending upon the circumstances and severity of the incident or injury to bypass all of the above mentioned policy statements and take more immediate serious or severe actions. There may be offenses which are not covered in these guidelines, we reserve the right to take immediate necessary actions.**

\_\_\_\_\_  
Parent's initials

\_\_\_\_\_  
Mother's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's/Guardian's Signature

\_\_\_\_\_  
Date



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**ATHORIZATION FORM**

**Trip Permission Slip Approval**

My child \_\_\_\_\_, has permission to attend All field trips that will be held during the Academic School Year 2015-2016. The field trips will be taken by bus, motor vehicle and walking to the nearest location from school.

In the event of an emergency, I hereby authorize Go Tell It Learning Center to transport the above mentioned child to the nearest hospital for care.

I agree to accept responsibility for all financial expenses incurred. My child may attend field trips throughout the school year. The school owners, directors, teachers, and assistants are released from any obligation in the event of injury.

In your child is on medication, please ensure that the school have written doctor's permission to administer medication prepare one dose with label including child's name, dosage amount, date to be given, name of medication and time to be given for **FIELD TRIP ONLY**.

**(PLEASE PRINT CLEARLY BELOW.)**

Child' Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

**Picture Authorization**

To aid us with our marketing and promotional materials, we are asking parents to cooperate in allowing us to photograph and use pictures for display in brochures, advertising on school related websites and other promotional materials. Additionally, we will display our pictures on bulletin boards and school yearbooks.

Below, you will find consent from allowing us to take pictures to be used for the purposed stated above. Please fill out the consent form and return to your child's teacher.

I, \_\_\_\_\_, (**give**) or (**do not give**) Go Tell It Learning Center permission to take a photograph of my child, \_\_\_\_\_ to be used for the promotional purposes as stated above to advertise the school's programs.

-----  
Signature of Parent

-----  
Date

**THANK YOU FOR YOUR CO-OPERATION!!!**