



Providing high quality care and play-based education since 1968

Dear Family;

Thank you for your interest in **Montgomery Child Care Association Inc.'s (MCCA) Summer Adventures at Arcola**. We are looking forward to having your child attend our program. Attached is the 2017 Summer Adventures registration form. Summer Adventures at Arcola is located at 1820 Franwall Avenue, Silver Spring, MD 20902 and is open from 7:00am to 6:30pm.

The 2017 Summer Adventures Program covers an eleven week period running from Monday, June 19 to Thursday, August 31, 2017. These weeks may be subject to change due to school years adjustments by MCPS. You may sign up for any number of weeks. The weekly tuition rate is \$215.00; weeks with four days will have a tuition rate of \$195.00. A nonrefundable \$50.00 Registration Fee is due upon registration and a one week tuition deposit of \$215.00 is due on May 1, 2017 to secure your space.

The registration and tuition deposit payments may be paid by check, bank draft or credit card. The tuition deposit portion of the payment will be applied to your final week of Summer Adventures.

Tuition for the Summer Adventures Program will be billed monthly based on your selection of weeks.

Payment for weeks 1 - 2 is due June 1

Payment for weeks 3 - 7 is due June 30

Payment for weeks 8 - 11 is due August 1

**Please note:** No child may attend MCCA Summer Adventures if payment for registered weeks has not been received.

To register, please complete a separate Registration Form and Registration Fee for each child. Sign page 1 of the attached contract for billing information and page 2 agreeing to the terms and conditions. Return the completed form and your initial payment (check, bank draft, or credit card) to the Arcola Director at:

**Montgomery Child Care Association, Inc.**

**Attn: Summer Adventures**

**1820 Franwall Avenue**

**Silver Spring, MD 20902**

If you wish to have your payment charged to your bank or credit card account automatically each month, please complete an EZ Draft form. To make the deposit payment with credit card, please include the account information on the registration form where indicated. You will receive a confirmation email with a copy of your contract within two weeks of your forms being received at the MCCA administrative office. You will also receive a welcome packet with additional information and required enrollment forms prior to the start of your session. The EZ Draft form and enrollment forms may be found on our website:

[http://www.mccaedu.org/family\\_resources\\_enrollment.html](http://www.mccaedu.org/family_resources_enrollment.html).

For further information regarding the program and required forms, please contact the Center Director, Alena Tobolkova at 301-649-3597. Information regarding billing can be obtained by contacting at the MCCA Administrative office at 301.984.7680.



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### 2017 Summer Adventures Registration Form – ARCOLA

Child's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Gender: M \_\_\_ F \_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ Entering Grade (Fall 2017) \_\_\_\_\_

Returning MCCA Family? YES \_\_\_ NO \_\_\_ If No, how did you hear about us? \_\_\_\_\_

**Billing Information:**

Parent/ Guardian's First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Parent/ Guardian's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Home \_\_\_ Cell \_\_\_ Phone \_\_\_\_\_ Home \_\_\_ Cell \_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Place an "X" on desired weeks and calculate cost for child listed above:**

Week 1 June 19-23	Week 2 June 26-30	Week 3 July 3-7	Week 4 July 10-14	Week 5 July 17-21	Week 6 July 24-28	Week 7 Jul 31 – Aug 4	Week 8 Aug 7-11	Week 9 Aug 14-18	Week 10 Aug 21-25	Week 11 Aug 28-31	Total # of Weeks	Rate per week	Total Tuition Cost
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<b>\$215</b>	\$ _____
<p>*Receive a \$20 Discount for Week 3 – Apply discount on this line in the box on the far right</p> <p>**Receive a \$20 Discount for Week 11 – Apply discount on this line in the box on the far right</p> <p><i>Note: The program will be closed on July 4th and September 1st in 2017</i></p>											<b>Registration Fee</b>	<b>+ \$50</b>	
											<b>Week 3 Discount</b>	<b>-\$ _____</b>	
											<b>Week 11 Discount</b>	<b>-\$ _____</b>	
											<b>Total Cost</b>	<b>= \$ _____</b>	

Will this child be attending ELO at Arcola ES? Yes \_\_\_ No \_\_\_ (If yes, you will receive additional information about reduced rates)

**Payment Due To Secure Your Space:**

<b>Registration Fee (due at registration)</b>	<b>\$50.00</b>
<b>Deposit (one week's tuition due by May 1)</b>	<b>+\$215.00</b>
<b>Total Due to Secure Your Space</b>	<b>= \$265.00</b>

<b>Payment Method</b>	<input type="checkbox"/> Payment Enclosed
	<input type="checkbox"/> Charge to: Visa ___ MasterCard ___
	Account # _____ Exp. Date _____



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**Summer Adventures Program Terms and Conditions:**

One week's tuition deposit (\$215.00) and the nonrefundable Registration Fee (\$50.00) are due no later than May 1, 2017 in order to secure a space. Space will not be held without payment. Tuition Deposits will be applied to the final week of Summer Adventures.

Locations and weeks are subject to change and/or cancellation at MCCA's sole discretion. No refunds for absences, cancellations or withdrawals will be made.

Payment must be received prior to the start of the selected week(s) and all required forms must be completed and received by MCCA prior to participation. No child may participate in the Summer Adventures program without properly completed forms on file.

MCCA reserves the right to close registration for full sessions and cancel under-enrolled sessions. Changes to confirmed enrollment after May 1, 2017 may be accommodated on a space available basis at management's discretion and refunds will not be provided for dropped weeks.

Late pick up will be subject to additional fees per MCCA's late pick up policy as provided in the registration packet. A \$30.00 fee will be assessed for any returned check.

I (we) give permission for MCCA to use any photos/video taken during the Summer Adventures program in which myself (we) or my (our) child may appear. MCCA is further given permission to use these photos/videos in print (on advertisements or marketing materials) or on the MCCA website (www.mccaedu.org) or other MCCA affiliated or sponsored websites or materials.

I (we) understand that MCCA engages outside professionals to advise on child development issues and I/we give permission to MCCA to seek outside advice concerning my child's development or behavior.

I (we) authorize and consent to our child's participation in all off-grounds activities such as excursions, picnics, swimming, and visits to institutions. I (we) assume the risk to my (our) child that may occur transporting my (our) child to and from activities as well as while the child is engaged in activities on-site. I (we) agree to release and hold harmless Montgomery Child Care Association, its board, staff and volunteers from any and all claims, costs, suits, actions, judgments, and expenses arising from my (our) child's transportation to and from and participation in these activities.

By executing this agreement, the undersigned agree(s) to abide the rules and regulations, as may be adopted or amended from time to time, by MCCA. Parents/Guardian(s) understand that MCCA believes that a positive and constructive working relationship between MCCA and a participant's family is essential to the fulfillment of MCCA's mission. MCCA reserves the right to suspend or terminate child care if MCCA reasonably concludes that the actions of the parents/guardian(s) are inconsistent with such a positive and constructive relationship or seriously interfere with MCCA's accomplishment of its mission.

The undersigned acknowledge(s) that the execution of this Registration Form is not contingent upon any particular program, curriculum, employee or enrollment level and understand(s) that MCCA retains the right to change its programs, curriculum or workforce at any time at its discretion.

A copy of the Dept. of Human Resources Code of MD> Reg. 07.04.02 Child Care Center Licensing Manual is available on site. A copy of the DHR/CCA publication, A Parent's Guide To Regulated Child Care is available on-site and the MCCA Administrative Office.

This agreement represents the full and complete agreement between MCCA and the parent(s)/legal guardian(s) and any others responsible for payment of registration costs and fees. This agreement supersedes all prior negotiations, agreements, terms, conditions, statement, or representations, whether written or oral. This agreement shall be governed by the laws in the State of Maryland.

*Agreed and accepted:*

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

By MCCA: \_\_\_\_\_ Date \_\_\_\_\_

Enrollment Confirmed