

Smart Steps - Service Contract

This contract gives permission for care and holds harmless Smart Steps Inc., Smart Steps Children's Centers, Smart Steps Shuttles, Smart Steps Camps, Smart Steps Youth Services and all other companies that begin with "Smart Steps" (hereafter referred to as "Smart Steps," its employees, administrators, affiliates and partnering entities from all liability resulting from care and services offered. Similarly, it releases from liability the center and the above-named persons, programs, and partnering businesses from liability resulting from injury, incident or accident due to the use of Smart Steps -owned, -leased, or -rented vehicles, used for the purpose of transporting students or equipment. This contract gives permission for Smart Steps to pursue contracted sponsors for unpaid charges, penalties and fees including but not limited to tuition, activity/late fees, court costs and all other costs resulting from legal action. This contract cannot be revoked without written agreement between all sponsors and Smart Steps. Signatures included on this contract agree to terms of updated contracts. Terms subject to change without notice.

Student Information

Name: _____	Date of Birth: _____	Grade: _____
Home Address: _____		
School: _____	Gender: _____	Phone: _____
Primary Care Physician (Name/Address): _____		Contact Number: _____
Insurance Provider: _____		Insurance Card Number: _____

Parent/Sponsor Information

Guardian's Name: _____		
Address: _____		Zip Code: _____
Telephone(s): Home _____	Work _____	Cell _____
Email: _____		

Data Sharing: Smart Steps shares overall program enrollment, attendance and assessment data with funders, partnering organizations and consultative services in an effort to improve program outcomes and to seek funding for academic, social-emotional learning, nutrition and other supportive services. Specific student/family data is not shared with any entity.

Resource Referrals: Participants that exhibit need in the areas of food, nutrition, emotional wellness, behavior management, housing, etc will be referred for service and/or support when available.

Permission to Pick-Up: Please list the names of persons that have permission to pick-up your child: _____

Unauthorized Contact: Please list any persons unauthorized to visit or retrieve your child from care: _____

Allergies/Special Needs: Smart Steps is required to serve milk at every meal. If your child has an allergy to food or milk, you will be required to provide an alternate for him/her. _____

Exclusion from Care: By order of BCHD, Smart Steps cannot provide care to children that exhibit signs/symptoms of communicable disease. Students will not be able to return to care until after the period of communicability. The cost for your child's space will be charged at the regular rate during medical exclusion. Parents called for sick child pick up must arrive within one hour to avoid permanent termination of care.

Closing Policy: Smart Steps follows Baltimore City Public School schedules for weather related emergencies. **Parents are responsible for 50% of the cost of care during weather related closings.** Smart Steps is also closed for the following **PAID** holidays: New Year's Day, Dr. MLK's Birthday Observance Day, Labor Day, Memorial Day, Thanksgiving Day, Christmas Eve, and New Year's Eve. If either of the above days falls

on a weekend, then the holiday will be celebrated either the Friday/Monday before/after. Center closing for non-holiday and non-weather related emergencies signify center vacation days, and the cost of each of these periods is charged at the full rate of care, unless otherwise noted in writing. **(Drop off time: On open days, all children must enter care prior to 8:30 AM at all sites.) Grant funded/scholarship slots are not charged.**

Registration Fees: All families are required to pay an annual registration fee (childcare and/or camp) in order to enter or continue care. Fees are due at the beginning of each program (June for camp and August/September for academic programs). Fees for care are used to cover the registration process. Fees for camp are used to cover the cost of all trips and swimming. Fees are charged per child. Students returning to care after more than 30 days are

required to re-register for care. This does not apply to camp fees if previously paid for the session entered. Students that enter camp after the start date ARE required to pay the full camp registration fee. Students that enter camp and care for the first time are required to pay both registration fees since one is only charged to cover camp enrichment activities. **Grant funded/scholarship slots are not charged.**

Payment Schedule/Fees: Smart Steps charges the following fees for care: Payments are due on Fridays by 12PM, the week prior to care, via Procure. Late payments are charged a fee of \$5 per day. **Payments not received by 12PM Tuesday will result in suspension of care. Suspension from care does not terminate the payment obligation listed in this contract.** Smart Steps reserves the right to pursue legal action and to notify credit reporting agencies of non-payment. Smart Steps will pursue parents for non-payment of fees and parents assume full responsibility for all costs related to the pursuit of fees including but not limited to care, legal fees, and any

additional costs incurred in that process. Smart Steps will also notify DSS (if applicable) in reference to non-payment of childcare fees and co-payments. **Payment is due regardless of absence or suspension status.** A written 5-day notice must be given for termination of care. **Payments may be made by check, money order, credit or debit card (if offered). No cash is accepted on site. Grant funded/scholarship slots are not charged.**

Program Type	Rate	
Grant Funded OST Programs ONLY	FREE	
Full Day care (more than 5 hours/day) & Summer, Winter & Spring "Camp" Program Preschool Care	2 year olds: \$250/week 3-5 year olds: \$250/ week	
Before Care Only 1 Hour Program: \$25/week 2 Hour Program: \$50/week	\$25-\$50	
Part Time Aftercare Only (where available) 3:45-6:00 PM Program: \$100/week / 2:15-6:00 PM Program: \$150/week	\$100-\$150/ week	
Drop-In / Per FULL Day Care (Full Day- more than 5 hours) Pre-registration is required!	\$35/day	
School Closing Extended Care <i>This rate is charged in addition to regular weekly FT aftercare rate when schools are closed for staff development or holidays. Students who do not use such care are not billed.</i>	\$15/day in addition to aftercare fee \$35/day (students not enrolled in aftercare)	

Grant Funded/Scholarship Slots: Students that receive subsidies from grant funded programs and/or scholarships are required to pay for all costs not associated with such funding (including but not limited to late pick up fees, trip fees, uniforms and any other programmatic costs). Participants in grant funded programs must meet all contract terms in order to maintain placement.

Pictures: Smart Steps records its programs and activities via flash/digital photography and video. These images may be used for publications and /or web sites. Your signature below confirms your acceptance.

Drop off Times: All preschool and full day programs require entry by 8:30 AM daily. Students can arrive to care anytime from scheduled opening until 8:30 AM. Students will not be accepted into care after this time. The cost of care remains the same despite non-admittance due to lateness. Families are encouraged to adhere to program schedules.

Late Pick-Up Fees: Five minutes after the center closes, Smart Steps charges a fee of \$15. An additional \$15 is charged 15 minutes, 30 minutes and 45 minutes after closing. Payments are due within 3 calendar days to avoid suspension of care. Repeated occurrences of lateness may result in termination of care. Sponsors are required to sign the late pick up book at the time of late pick-up. Non-payment of late charges may result in suspension status. On days when Smart Steps alters its schedule due to weather-related emergencies, late fee charges begin 5 minutes after closing and increase at :15, :30, & :45 after the closing time. Grant funded slots do not include late pick up fees. Late pick up for grant funded slots will result in termination of care.

Discipline Policy: Positive reinforcement is the discipline policy that is used by Smart Steps. Students that exhibit negative or unsafe behavior will be taken through the following steps (1) time-out in the classroom with his/her group (2) time-out outside of the classroom without his/her group (3) parent notification (4) suspension (5) expulsion. In the event that a behavior that is threatening to self or others, some steps listed above may be surpassed in order to ensure student safety. Disciplinary suspensions do not reduce charges for space, care or services.

Meal Service: Smart Steps offer meals at no cost to families. Students with food allergies should bring labeled meals daily. Student sent meals cannot require heating. Students with milk allergies must provide a milk alternative. Artificial juice and soda are not accepted as part of student sent meals. **Pork and peanuts are NEVER allowed at any Smart Steps site and cannot be included in student sent meals.**

Surveillance Cameras: Smart Steps sites may be equipped with surveillance cameras in order to ensure the health and safety of its staff, students and families.

Supplies: Parents are required to ensure that students have the required supplies daily. Preschool students will not be admitted to care without sheets for nap time, changes of clothes and disposable diapers/underwear. Smart Steps is not responsible for lost or stolen items. Please clearly label all student belongings.

Shuttle Service/Transportation: Smart Steps subcontracts with transportation companies to provide transportation between sites and for trips and special events. Payment for these services should be added to tuition. Smart Steps will make payment to sub-contracted companies on behalf of families upon receipt. Termination from transportation as a result of non-payment or late pick up will be enforced according to the terms of the childcare contract. Transportation for offsite trips and special events will be included in trip entrance fees and listed on the related permission slip.

Trips/Neighborhood Walks: Your signature below gives permission for your child to participate in trips and neighborhood walks. It also acts as a substitute signature in the event that a trip specific permission slip is not available, and adheres to the same level of permission and waivers of liability listed in that permission slip. Children not participating in trips may be denied care on the day of a trip to ensure adequate supervision.

Uniforms: All full time preschool students (not enrolled in another school) are required to be in full uniform during the regular educational program. Uniform costs are separate from childcare costs and can be purchased onsite.

Termination of care: Care can be terminated by either party with a 5-day written notice of termination. In the event that the 5-day notice is not given, the cost for the remaining 5 days of care is due. The center may terminate care immediately if the reason for termination of care is a result of health and safety concerns for the staff, student, or other center program participants. In the event of such termination, the full cost for the final week of care is still due.

Relationship: mother/father/guardian Printed Name: _____ Signature: _____ Date: _____

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Center Representative: _____ Printed Name: _____ Signature: _____ Date: _____