



MentorMe® Daycare  
9810 Green Apple Turn  
Upper Marlboro, Maryland 20772  
240-424-1611 cell (Texting is permitted)

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Financial Contract Terms and Conditions

**Registration Fee:** \$ 50.00 per child

This fee is due upon registration in order to secure a place for your child/ren pending the official interview. It is refundable in the event your child/children are not accepted into daycare; and made payable in Cash, Money Order or Cashier Check to: **Cathy Williams**. **Payment of this fee does not necessarily ensure that your child/ren is accepted into the daycare. An official interview will determine acceptance.**

In the event our waiting list is full to capacity, MentorMe® Daycare will review the list in the order of registration to select for next child/ren enrollment.

**Regular Rates ~ Full time**

Infant Rate	\$ 195.00 per week per child
Toddler Rate (Potty-Trained)	\$ 185.00 per week per child
Toddler Rate (Not Potty-Trained)	\$ 175.00 per week per child
Before/After Care	\$ 125.00 per week per child
Special Circumstances	\$ 150.00 per week per child

**For the care of your child/ren.** This weekly fee is due by Friday of the current week, no later than Monday morning of the following week in which services are provided.

A \$10.00 a day late fee will be charged if your payment is not paid on time by close of business Monday and/or when you retrieve your child. If your weekly daycare fee plus the \$10.00 late fee is not paid by Tuesday morning, your child will not be accepted into daycare until the outstanding balance is satisfied.

Full-Time Rates are guaranteed for the term of the contract and includes full pay for holidays, with no credit for absent, sick or vacation days. Payments are to be paid continually and as scheduled during contract period. At MentorMe® Daycare, you are paying for a specific slot, NOT per hour or per day, therefore no discounts are offered if your child does not come to daycare. Mid-week enrollment for NEW enrollees will be pro-rated. Receipts are provided yearly unless otherwise requested.

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**My child/ren will be in daycare on the following days (Insert "X" on line):**

Mon\_\_\_\_\_Tues\_\_\_\_\_Weds\_\_\_\_\_Thurs\_\_\_\_\_Fri\_\_\_\_\_



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I understand my financial obligation and will pay the registration fee plus the 1<sup>st</sup> week daycare fee for the above listed days/ hours for the care of my child/ren at enrollment.

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**Late payment policy:** When a payday falls on Monday whereas daycare is closed, the payday will be on Tuesday. No late charge will be applied until the next day, Wednesday. If no holiday falls on Monday and, for any reason, your child will not be attending daycare on Monday you are still responsible to pay on this scheduled day unless other arrangements have been made in advance with the Director. Arrangements must be made in person or via phone. EMAIL ARRANGEMENTS ARE NOT ALLOWED AND WILL NOT SERVE AS NOTIFICATION TO THE DAYCARE.

Note: At **MentorMe® Daycare** you are paying for a specific slot, *NOT per hour or per day*, so no discounts are given if your child does not come to daycare.

**Return check policy:** A **\$35.00** charge is applied to accounts where checks have been returned due to "insufficient funds (NSF)". At the return of a 2nd NSF Check, MentorMe® Daycare will only accept Cash or Money Order to satisfy childcare fees.

**Holidays:** The following are MentorMe® Daycare National Observed Holidays. The daycare is **CLOSED**. We will reopen at the next normal scheduled day. Please schedule alternative childcare.

NEW YEARS DAY  
MARTIN LUTHER KING DAY  
PRESIDENTS DAY  
MEMORIAL DAY  
INDEPENDENCEDAY DAY  
CHRISTMAS EVE

LABOR DAY  
COLUMBUS DAY  
VETERANS DAY  
THANKSGIVING DAY  
DAY AFTER THANKSGIVING DAY  
CHRISTMAS DAY

If the holiday falls on a Saturday or Sunday that Friday or Monday will be closed. For example: If Christmas Eve is on a Friday the daycare will be closed. The daycare will reopen on Monday. If Christmas Day falls on a Sunday the daycare will be closed that following Monday. We will reopen on the following Tuesday. Please make alternative arrangements for your child/children. *There are NO EXCEPTIONS.*

**Vacations:** When a parent/guardian takes a vacation please submit a 2 week notice prior to your vacation. MentorMe® Daycare will only charge 50% of the weekly cost to maintain your place in daycare. This offering is limited to 2-weeks of family vacation per year. *Your fee is due prior to your vacation.* I usually take 2 weeks vacation per year and may, at times, decide not to close.



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However, if I do take a vacation I will give you a 4 week notice. When or if I do take a vacation I will not charge you for the vacation time that I take off.

**Meals:** Although food is offered to your child we will not force your child to consume it. In which case, I will notify you IMMEDIATELY if your child is not eating. Serving times are as follows: 7:30am-9:00am breakfast ~ 11:00am-11:30am snack ~ 12:30-1:00pm Lunch ~ 3:00pm-3:30pm snack.

**Medicine:** Childcare regulations **prohibit** us from giving your child medication of any kind unless a parent has completed and signed the *Permission to Administer Medication Form*. Blank permission to administer medication forms may be obtained from our office or downloaded from our website: [www.mentorme-daycare.com](http://www.mentorme-daycare.com).

**Immunizations:** All children are required to have a photo copy of their current and update shot records. This is very important because State licensing will arrive unannounced to review and check all paperwork to make sure it is current.

**Illness:** MentorMe® Daycare must maintain a healthy environment for the benefit of your child and the other children enrolled in its care. A child ***must stay home*** if he/she has a high fever of 101 or above, is vomiting, and has diarrhea or any illness which is determined to be harmful to your child or the children in daycare. If your child becomes ill while at daycare I will call you IMMEDIATELY to discuss early departure.

***Please note: Do not mask high fever temperatures or other symptoms.*** To do so will result in the **IMMEDIATE** dismissal of your child from daycare and/or the suspension of daycare services until your child is properly diagnosed with physician release form. You are still responsible for the full day care fee as per the contract.

**Supplies:** We will provide all the daily supplies for your Child/ren's play and learning which includes: activity coloring books, games, toys, puzzles and outdoor play equipment. If your child/ren brings a toy or an item from home MentorMe® Daycare will not be responsible if it gets lost, stolen or broken.

**First day of attendance:** Please bring baby wipes, diapers, extra set of clothes, security item (if needed), teething toys for infants.

First day of attendance: Please bring baby wipes, diapers, extra set of clothes, security item (if needed), and teething toys for infants.

**\*\*The first 10 days are probationary period for the provider, parent and child. This agreement may be terminated at any time during this period. Payment due is expected.**



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\*\*We keep a record of your payments and will give you an end of the year statement. If you need a weekly receipt please let us know.

\*\*Please call by 7:30 am if your child will not be attending daycare that day.

\*\*2 week notice must be given if you intend to dis-enroll your child/ren. Otherwise you will be invoiced appropriately.

\*\*Please keep us updated on any address, employment, phone number changes or any emergency contact information.

\*\*We will treat each child equally and the same as per the State of Maryland guidelines.

\*\*Please do not bring candy, gum, balloons or money with your child as these are a choking hazard to your child as well as the other daycare children.

\*\*Please do not dress your child in overalls during potty training time.

\*\***We close at 6:00 pm sharp!** Please remember our day starts very early with the children. We do not want to work overtime but if you are late we will need to charge you an overtime fee of \$10.00 per 5 minutes after 6:00 pm. Please expect to pay the overtime fee **at the time of your arrival**. If no payment is received, we will adjust your weekly payment to accommodate for the overtime charge. If no payment is received when the weekly payment is due, please do not return to the daycare with your child until all outstanding payments are satisfied. (*Repetitive lateness may result in termination from the daycare as it is perceived disruptive to the household, as well as, out of compliance with State Regulations.*)

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### Financial Contract Signature Agreement

I have read and will comply with this contract agreement with Ms. Cathy Williams, Owner and Director of MentorMe® Daycare.

Print Name1: \_\_\_\_\_ Print Name2: \_\_\_\_\_

Parent Signature1: \_\_\_\_\_ Parent Signature2: \_\_\_\_\_

Daycare Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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First day of arrival:

\_\_\_\_\_

Month

\_\_\_\_\_

Day

\_\_\_\_\_

Year

Payment received:

Registration Fee

\$ \_\_\_\_\_

Infant Fee

\$ \_\_\_\_\_

Toddler Fee

\$ \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

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Before *MentorMe® Daycare* assumes responsibility of caring for your child we **MUST** have the following forms completed and returned with proper fee payment:

\_\_\_\_\_ Financial Agreement (download)

\_\_\_\_\_ Emergency Data Form (download)

\_\_\_\_\_ Health Inventory Form (download)

\_\_\_\_\_ Medication Authorization Form (download)

\_\_\_\_\_ Maryland Health Immunization Form (download)

\_\_\_\_\_ MentorMe® Daycare Biting Policy (download)

Please download the necessary forms from our website: [www.mentorme-daycare.com](http://www.mentorme-daycare.com). **ALL FORMS MUST BE COMPLETED PRIOR TO ACCEPTANCE OF YOUR CHILD/REN INTO THE DAYCARE.**

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Please provide your email address in order to receive a copy of the MentorMe® Daycare Policy Handbook:

Email \_\_\_\_\_

Email \_\_\_\_\_