

# KIDS MARYLAND CHILD SERVICES CONTRACT - SCHOOL YEAR - August 25 2025 - June 19 2026



## Centers locations:

<b>Colesville Center</b> 14015 New Hampshire Ave. Silver Spring, MD 20904	<b>Sherwood Center</b> 1403 Olney-Sandy Spring Road Sandy Spring, MD 20860
<b>Mary Hart Center</b> 13100 Ardennes Ave, Rockville MD 20851	

## Weekly tuition rates:

There is a 10% sibling discount

	3 Days	4 Days	5 Days
Preschool Full Time 2 years and Non-Toilet Trained 3 & 4 Years	320	340	355
Preschool Full Time 3 & 4 Years	300	325	340
Preschool Part Time 8:30 am to 12:30 pm	235	255	275
Before School Care	140	150	160
After School Care	155	165	180
Before & After School Care	215	235	250

A non-refundable registration fee of \$75.00 per child is required to reserve a space in any of the centers. if your child is re-enrolling (is coming back for the summer programs or has been enrolled for the fall), the registration fee will be waived, and you will be liable to pay the contracted tuition.

## Parent's Information

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First Name \*

Last Name \*

Address \*

Street Address

City

State/Region/Province

Postal / Zip Code

Phone number \*

Social Security Number \*

Driver License \*

Email \*

## Enrollment

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Center Attending your children \*

How many children are you going to enroll? \*

Check below if you are an MCPS teacher

- ☐ A 10% tuition discount applies to MCPS teachers. A proof will be required at the time of enrollment to receive the additional discount.

## Terms and conditions

Yes, I understand that if my child is absent for whatever reason (missed days, illness, weather, COVID-19 related closing and holidays), I am still financially responsible for the contracted tuition fee.

- ☐ I accept the Terms and Conditions.

Yes, I understand that I am responsible for the tuition during school breaks (Spring, Winter, etc) even if my child does not attend the center during those days.

- ☐ I accept the Terms and Conditions.

Yes, I understand that **tuition is due the Monday of the current week** and if payment is not received by the close of business on Monday of the current week, a \$25.00 Late Charge will be assessed. Maryland Child Services reserves the right to terminate child care without prior notice in the event the account becomes past due.

- ☐ I accept the Terms and Conditions.

Yes, I understand that MCS requires **at least 2 weeks written notice to change** the days of this contract. Temporary or week to week changes for vacation matters or any other reasons in any contracts will not be accepted. If proper notice is not received, parent will be billed at the original contracted rate.

- ☐ I accept the Terms and Conditions.

Yes, I understand that MCS requires **at least a 4 weeks written notice to "terminate"** this contract (an electronic form is available). **Verbal notices will not be accepted.** If I do not give the required notice, I understand that I will be responsible to pay for any outstanding tuition even if my child does not attend the center for any reason until the formal written notice is received.

- ☐ I accept the Terms and Conditions.

Yes, I understand that in the event my account becomes past due and is referred to a collection agency or an Attorney, I will be responsible for a collection fee in the amount equal to 35% of the past due balance, Attorney fees, and/or court costs. Return check fee is \$45.00

- ☐ I accept the Terms and Conditions.

**SCHOOL AGE PROGRAM:**

For children who are enrolled full time (5 days) in the before and after program (both programs) half days, non-school days and breaks (spring and winter) are included in the weekly fee; children enrolled may attend the full-day program at no additional cost.

Children enrolled in other programs (Before and after part time, Before School only or After School only) cannot participate in the full-day program due to capacity restrictions. Children may attend at their regular times from 7am to 9am for the before school program or 4pm to 6pm for the after school program for the days they are enrolled. **Mary Hart Center opens at 7:30 am.**

Single days drop ins are not allowed.

☐ I accept the Terms and Conditions.

**HOURS OF OPERATION & LATE FEES:**

Yes, I understand that the hours of operation are **Monday through Friday 7:00 am to 6:00 pm. Mary Hart Center opens at 7:30 am.** In the event your child is not picked up by 6:00 pm a **late charge** will assessed, per child, as follows: \$30.00 for any part of the first 10 minutes and \$10.00 every 5 minute interval (Please initial).

☐ I accept the Terms and Conditions.

## Financial

- We accept Checks, MasterCard, Visa and Discovery credit Cards and Money Orders.
- We also accept DSS and WPA Vouchers. Vouchers are due no later than the 1st of each month.
- For accounting questions contact Patty Graves at (703) 743-5506 or [accounting@mdchildservices.org](mailto:accounting@mdchildservices.org)

### Automatic payment

☐ Please check If you are interested in signing up for our automatic weekly payment services. Payments are processed bi-weekly every other Monday.

### Credit card information

☐ Please check If you want to use your card on file (Specify the last 4 digits of your card)

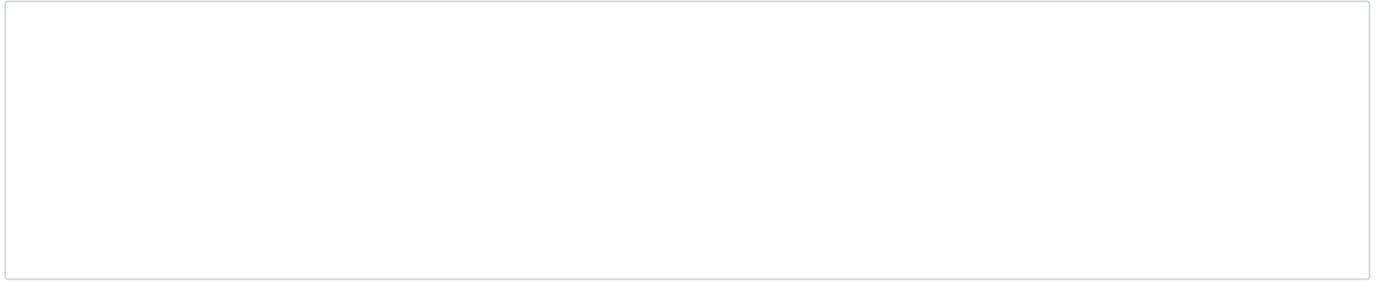
PLEASE DO NOT ENTER YOUR CREDIT CARD INFORMATION ON THIS FORM

If you want to enroll a new credit card or update any information on your credit card on file, please contact Patty Graves at 703-743-5506 or e-mail her at [accounting@mdchildservices.org](mailto:accounting@mdchildservices.org)

### Parents comments to contract

Please use this space to leave any special comments or instructions. Thank you.

Signature \*

[Clear](#)

For general information please call:  
(240) 644-9295

***Once your contract is submitted, you will receive a copy by e-mail to confirm that your contract was received. Please keep it for your records. Also, your registration will be completed only when the necessary forms are submitted. Thank you.***