

Pre-Kindergarten Program Registration

Application Checklist

MUST submit a completed Application including documents from Pre-Qualifications in a sealed envelope in person at THEMBA between 10 am - 3 pm Monday- Friday. Digital Documents will not be accepted.

Limited space, First come first serve! Incomplete applications will be returned.

Student Name _____ DOB _____

Submitted By: _____ Date: _____

Child must be three by September 1

Child Must Be Fully Potty Trained

This section is to be completed by Themba CLC Administration Only

Documents Submitted

- ☐ Birth Certificate (Parent/Guardian Applying Must Be On The Birth Certificate)
- ☐ Completed Enrollment Packet
- ☐ Proof of Income (Any one of the two below will suffice)
 - ☐ 2024 Tax Returns
 - ☐ Pay Stubs (1 Month)
- ☐ Immunization Record
- ☐ Blood Lead Testing
- ☐ Healthy Inventory Part 1
- ☐ Health Inventory Part 2
- ☐ Copy of Valid Government ID

Approved By: _____ Date: _____

Themba Creative Learning Center LLC

PRE-K ENROLLMENT AGREEMENT

TO THE PARENT: *Please read this Agreement carefully. If you have any questions or need help understanding any part of it, don't hesitate to ask the Center Director.*

This Agreement and its attachments establish your legal rights and responsibilities, as well as those of Themba CLC, regarding your child's participation at Themba CLC. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parents or legal guardians of the child enrolled at the Center, and the terms "Center" and "we" refer to Themba CLC and its staff members. "School day" is when the Center is open and operating.

By executing this Agreement, you _____ (parents/guardians) agree to enroll _____ (child's name), at THEMBA Creative Learning Center, and THEMBA agrees to accept your child's enrollment under the terms and conditions as stated below:

1. Program and Hours of Care

Beginning on, _____ The Center will provide care for your child in the Free-Pre-k classroom during the school year 2025-2026. The Pre-k program at Themba will operate Monday-Friday from _____ (excluding all closed day.).

As stated above, no drop-offs are allowed before the school day starts. Classrooms operate on specific staff/child ratios that must be maintained in the morning hours before the arrival of additional staff. If a parent fails to pick up at the contractual time, Late pick-up fees will apply.

Please review the late pick-up fee policy included in your enrollment packet.

(Initial ____)

2. Aftercare

Children enrolled at Themba for the 2025–2026 school year qualify for our aftercare program for the duration of the school year. Choosing aftercare will extend care until 5:00 PM.

Families have two options to cover the cost of tuition:

- Apply for [Child Care Scholarship Program](#)
- Pay tuition of \$150 per week.

(Initial ____)

3. Method of Payment

All payments for other services are made through our automated payment processing, Tuition Express (upon request). You may set up payment processing through a credit card or bank draft. No other payment methods are accepted. If an automated payment is returned unpaid, you will owe a service fee of \$35.00 and other amounts due.

(Initial ____)

4. Late Pick-Up Penalties

If your child is picked up after the scheduled closing time of _____ pm, you will owe a late fee of \$25.00 for up to the first 5 minutes and \$2.00 for each additional minute. These late pick-up penalties must be paid immediately to the office staff in cash. If your child is picked up more than thirty (30) minutes late two (2) or more times in any thirty (30)-day period, the Center may terminate your child's enrollment.

(Initial ____)

5. Potty Training Policy

Children enrolled in our Federal Pre-K program must be fully potty trained prior to the start of the school year. This includes being able to:

- Recognize the need to use the bathroom
- Communicate that need to an adult
- Use the toilet independently (including wiping and dressing)

Our classrooms are not equipped or staffed for routine diapering or potty training. Therefore, full potty training is a requirement for enrollment in this program.

We understand that some children may experience delays due to diagnosed disabilities. In such cases, Themba Creative Learning Center will work with families to determine whether reasonable accommodations can be made in accordance with the Americans with Disabilities Act (ADA). Families are encouraged to disclose any developmental concerns during the enrollment process so that we can assess needs on a case-by-case basis.

Children who are not fully potty trained and do not qualify for an ADA exemption may be deferred from the program until they meet the potty training requirement.

(Initial ____)

6. Damage to Center Property

You agree to be responsible for any damage to Center property or equipment caused by you or your child, normal wear and tear excepted, including any repairs required as a result of actions by you or your child.

(Initial ____)

7. Absences

You are responsible for paying the full tuition for your child until you formally terminate the enrollment. This obligation applies even if your child is absent due to illness, vacation, holidays, inclement weather, or other reasons. You agree to notify the Center in writing at least one month in advance if your child will be absent due to vacation or other personal plans.

(Initial ____)

8. Readmission After Illness

State licensing regulations require that if your child has been ill, they may not be readmitted to the Center until they have been symptom-free for 24 hours without the use of medications. You agree to comply with this requirement and acknowledge that the decision of the Center's Director will govern the re-admission process. Certain infectious diseases may require a longer absence to ensure the health and safety of the staff and other children. The Center will determine the necessary time frame for the child to remain at home, regardless of the doctor's recommendations.

(Initial ____)

9. Holiday & Professional Development Closures

Themba Creative Learning Center will be closed on all federal holidays, with the following additional closures each year:

- The day before Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Winter Break (exact dates will be shared in advance)
- Spring Break (exact dates will be shared in advance)

If a federal holiday falls on a weekend, Themba may be closed the following Monday in observance.

In addition, the Center will be closed 2–3 days each year for staff professional development. These dates will be communicated in advance.

Initial _____

10. Inclement/Emergency Closings

Sometimes, Themba must close because of emergencies or inclement weather. When you are not sure about the center's closing, please call the office by 5:30 a.m. or check our website, www.thembacalc.com, for updates. Themba will also send out an alert by email and text via

Procare.

Tuition fees are still due during emergencies and/or inclement weather closings. Refunds or credits will not be given.

Themba may follow the PGCPs inclement weather closures. The director reserves the right to make changes at her discretion.

(Initial ____)

11. Suspension

If, in the judgment of the Center Director or their designee, a child's behavior threatens the physical or mental well-being of other children or the center's staff, the Center Director or designee will contact the parent(s) or guardian(s) to remove the child for the remainder of the day. THEMBA requires that the child be picked up within one hour of notification. Parents or guardians will remain responsible for the daily tuition for that day.

(Initial ____)

12. Withdrawal by Parent

You must provide the Center Director with at least one month's written notice if you wish to withdraw your child from the Center. If proper notice is given and an enrollment deposit was received at the time of enrollment, you may apply the deposit as a credit toward your final month's tuition. If you fail to provide the required notice and no deposit was received at enrollment, you will still be responsible for the full tuition for the final 30 days. Failure to provide notice will result in the forfeiture of your entire Enrollment Deposit and any prepaid tuition.

(Initial____)

13. Termination by Center

a.) Immediate Termination

(1)The Center may terminate your child's enrollment in the Center, effective immediately if any of the following conditions arise: In the judgment of the Center Director, the child's behavior or the parent's behavior in the Center threatens the physical or mental health of other children or the staff/parents of the Center;

(2) The child is routinely picked up later than the Center closing time or more than thirty (30) minutes late two (2) or more times in one month.

(3) The child is ill when brought to the Center more than three (3) times within any thirty (30)--day period, or the parent fails to pick up a sick child within one hour after being notified of the sickness more than two (2) times during any six (6) month period.

(Initial ____)

b.) Two Weeks' Notice

- (1) The Center may terminate your child's enrollment upon two (2) weeks' notice to you if any of the following conditions arise: Any of the conditions listed in (a) above has occurred, and the Center has not exercised its right to terminate enrollment immediately;
- (2) In the judgment of the Center Director if the Center's program does not meet your child's developmental or particular needs.
- (3) You fail to abide by the terms of this Agreement.

(Initial ____)

14. Cell Phones

To ensure meaningful communication during pick-up and drop-off, we kindly ask parents to refrain from using cell phones. Teachers have limited time to speak with you, so please be present and available to chat about your child's day. Thank you for helping us prioritize your child's needs!

(Initial ____)

15. Fraternizing Policy

Staff members at Themba are not permitted to form personal relationships with parents outside of the school's business hours. Should a staff member choose to engage in personal interactions with any parent currently enrolled at Themba, both the staff member and the parent will face immediate termination.

(Initial ____)

16. Hair Beads

For the safety of all children at the daycare center, we are implementing a NO HAIR BEADS policy. Due to the risk of beads being found on the floor, in children's mouths, and even in their noses, we ask that you do not put beads in your child's hair. If your child arrives with beads, we will remove them to ensure their safety and the safety of others.

(Initial ____)

17. Healthy Meals

Themba provides breakfast, lunch, and a snack each day. If you choose to pack a lunch for your child, you agree to follow our Healthy Food Policy, which is included in your enrollment packet. This policy prohibits peanut products, junk food, fast food, and foods high in sugar. By sending lunch from home, you commit to providing your child with a healthy, well-balanced meal.

(Initial____)

18. Safety

For the safety and security of all children and staff, we kindly ask that you do not hold the front door open for anyone. Every parent and visitor must use their personal code to enter the building. If someone does not have a code, please have them ring the doorbell and present their ID for verification.

(Initial____)

19. Parking / No Idling/ Speed Limit

For the safety and convenience of all, please do not park or stand in the fire lane or around the circle. All vehicles must be parked in a designated parking space to ensure that other parents can exit the parking lot without delays. Additionally, parents and staff may not leave their car idling for more than 30 seconds while dropping off or picking up children. This policy helps maintain safety and reduces unnecessary idling. Drive slowly with a 5 mph speed limit to keep everyone safe.

(Initial ____)

20. No Admittance after 10:00 am/Shots

Children will not be admitted after 10:00 am without a doctor's note. If a child has received vaccinations during a doctor's visit, they may not return to school on the same day due to potential complications from the shots, including fever and irritability caused by the medication.

(Initial____)

21. Field Trip Participation.

You acknowledge and agree that the Center's regular program includes field trips and other off-premises activities, which may involve transporting children via public transportation, chartered vehicles, or vehicles driven by THEMBA CLC staff or parent volunteers. A separate Field Trip Permission Form will be provided for each excursion, and you will be required to sign it. You also acknowledge and agree that no alternative care will be available at the Center if you choose not to have your child participate in such field trips, and no tuition refund will be given in that case. Additionally, each parent is required to participate in and attend at least one field trip per year with their child(ren).

If the Center Director or Senior Staff determines that a child requires individual attention, the parent(s) may be asked to accompany the child on the field trip, or the child may not be allowed to participate. No alternative care will be provided for children who do not attend the trip.

(Initial ____)

22. Parent Workshop Attendance

I understand that attendance at all mandatory parent workshops is required. I commit to attending each session in full and acknowledge that my participation is essential for my child's continued involvement in the program.

(Initial ____)

23. Child Custody/Separation/Divorce/Other Personal Issues

Matters related to child custody, separation, divorce, or other personal issues are the responsibility of the parties involved and should not involve the School or its staff. The School does not enforce custody agreements or facilitate supervised visitation. Teachers and administrators must prioritize the well-being of the children rather than address personal family matters. If the Administration determines that a family's personal situation is or may become disruptive, this may result in immediate termination of enrollment. While we empathize with families facing these challenges, the School requires clear, unambiguous instructions regarding who is authorized to pick up children. For example, 'only mom is allowed to pick up,' 'only dad or dad's mother is allowed to pick up,' or 'both parents are allowed to pick up.' Any custody arrangement involving specific pick-up days should be addressed through legal channels, not with the School, if the wrong parent arrives for pick-up. A child may not return to Themba after a parent removes the child for visitation purposes.

(Initial ____)

24. Publicity and Outside Consultants

We request your consent to photograph, capture digital images, or record video of your child for publicity, news, website content, social media, marketing, and educational purposes.

____ Yes ____ No

(Initial ____)

25. Liability Release

THEMBA CLC maintains an insurance policy to cover its liability for injuries, losses, and damage that may occur to your child, your child's property, or your property caused by fire, theft, storm, or other causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your child, or your child's heirs and successors may have against THEMBA CLC or any successor corporation, or against any officer, shareholder, employee, or agent of THEMBA CLC, or any successor corporation, for any and all injuries, losses, and damage to your child, your child's personal property, and your personal property to the extent that those injuries, losses, and damage are not covered by the insurance policy maintained by THEMBA CLC, or any successor corporation, or to the extent that the monetary amount of such injuries, losses, or damage exceed any amount payable under such insurance policies. You agree to be responsible for and hold harmless THEMBA CLC, any successor corporation, and any of the officers, shareholders, or directors of THEMBA CLC, or any successor corporation from and against any and all claims, suits, judgments, or costs that may be brought against THEMBA

CLC, any successor corporation, its officers, employees, shareholders, or agents of THEMBA CLC, for the actual or alleged acts or omissions of you or your child/children.

(Initial ____)

26. Certification That All Information Is Correct

The following attachments are an integral part of this Enrollment Agreement. By signing, you confirm that you have accurately completed all the forms listed below and that you have read and agree to abide by the provisions of the Parent Handbook. You further agree to notify Themba CLC of any changes to the information provided on the forms listed below:

- A. Receipt of Parent Manual
- B. Custody Information Form (if applicable)
- C. Emergency Contact Form
- D. Authorization to Treat a Minor Form
- E. Child Health Inventory and Immunization Records
- F. Government Issued ID

(Initial ____)

27. Severability/Unenforced Terms Not Waived

If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed, and the remaining provisions will continue in full force and effect as if the invalid or unenforceable provision were not included. Additionally, if Themba CLC chooses not to enforce any provision of this Agreement, it will not be considered a waiver of its right to enforce compliance with that provision at a later time.

(Initial ____)

Parent's or Guardian's Signature

Date

Parent's or Guardian's Signature

Date

Center Director's\Assistant Director's Signature

Date

INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____) _____
Telephone Number



Pre K Supply List

Clothing & Bedding

- ☐ **3 sets of weather-appropriate extra clothes**
- ☐ **3 pairs of socks & underwear**
- ☐ **2 fitted crib sheets**
- ☐ **2 blanket**

Art Supplies

- ☐ **1 paint smock**
- ☐ **1 journal**
- ☐ **1 marble composition book**
- ☐ **1 plastic pencil box**
- ☐ **1 folder**

Personal Items

- ☐ **1 family photo**
- ☐ **1 backpack for personal items**
- ☐ **1 reusable water bottle**

All supplies are required and due the first day of school!

2025 - 2026 School Calendar

September 1 September 2 September 3 September 4	Monday Tuesday Wednesday Thursday	Labor Day - School Closed First Day of School (A-I Last Names) First Day of School For (J-R Last Names) First Day of School (S-Z Last Names)
October 10 October 13 October 31	Friday Monday Friday	Professional Development - School Closed for Students Columbus Day - School Closed Professional Development - 12pm Dismissal - School Closed for Students
November 11 November 26-28	Tuesday Wednesday - Friday	Veterans Day- School Closed Thanksgiving Break - School Closed
December 22- 31	Monday - Wednesday	Winter Break - School Closed
January 1 January 2 January 19	Thursday Friday Monday	New Year's Day - School Closed Winter Break - School Closed Martin Luther King Jr. Day - School Closed
February 16	Monday	Presidents' Day - School Closed
March 20 March 30-31	Friday Monday - Tuesday	Professional Development - 12pm Dismissal - School Closed for Students Spring Break School Closed
April 1-3 April 6	Wednesday - Friday Monday	Spring Break School Closed Easter - School Closed
May 25	Monday	Memorial Day- School Closed
June 12	Friday	Last Day for Students - 3h Early Dismissal

| WORRIED ABOUT A BABY OR TODDLER YOU KNOW?

- Does your child have trouble participating in everyday activities like eating, dressing, and playing?
- Do you wonder if your granddaughter should be talking more?
- Does a toddler in your child care program hit, kick, bite, and cry more than you expect for children their age?
- Has your baby received a medical diagnosis that affects their growth and learning?

The Maryland Infants and Toddlers Program (MITP) can help!

MITP provides free, family-centered support for children from birth to age three. Children with medical conditions that can impact their development in the future may be eligible to receive support now. Children who are not moving, communicating, learning, interacting with others, or participating in daily activities like others of the same age may also be eligible, even if they don't have a diagnosis. A free assessment of the child's development is provided to determine if they are eligible for services.

Anyone – a parent, child care provider, doctor, grandparent, nurse, friend, or other relative – can refer a child to MITP.

Anyone can submit a referral to the Maryland Infants and Toddlers Program.

If the child lives in Maryland and hasn't turned three yet, MITP can help.

referral.mditp.org

1-800-535-0182



The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact the Agency Equity Officer, Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201-2595, 410-767-0433 voice, 410-767-0431 fax, 410-333-6442 TTY/TDD.

WE BEGIN EARLY TO FINISH STRONG



Maryland Infants and Toddlers Program

Supporting young children with developmental delays and disabilities and their families



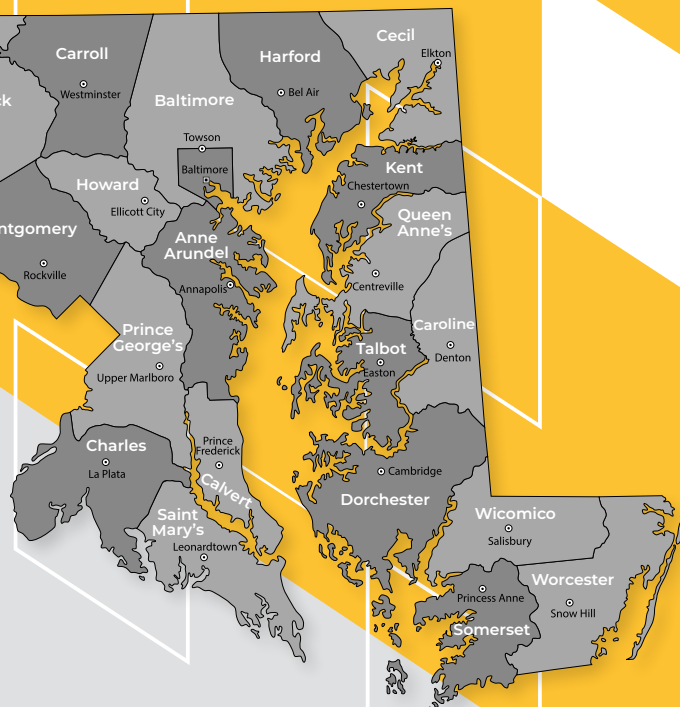


INDIVIDUALIZED SUPPORT

The Maryland Infants and Toddlers Program (MITP) is here to help you help your child grow and learn. Infants and Toddlers Program services will:

- Build on your child's and family's strengths
- Address your goals and concerns in a way that works for your family
- Help you learn about your child's needs and the resources available to your family

The teachers, therapists, and other providers will come to you at home, at child care, at the library, or other places your family spends time. They will coach and support you to help your child participate and develop new skills. They will connect you with other resources in the community.



WORKING TOGETHER

Helping babies and toddlers develop to their maximum potential is a team effort! Families are the key to their children's growth and learning. Physicians, child care providers, nurses, social workers, and other people who work with children are also important.

Anyone who works with or knows a child and has concerns can submit a referral to the Maryland Infants and Toddlers Program. Child care providers are also required by State law to provide information to families each year about Early Intervention and to help families schedule evaluations.

NEXT STEPS

1. Visit referral.mditp.org to learn more information and to complete an online referral. You can also call 1-800-535-0182 to get contact information for your local Infants and Toddlers Program. You can make the referral over the phone if you prefer.
2. After the referral, someone from the local Infants and Toddlers program will call you. You will share information about your child's development and any concerns. An appointment for a developmental screening or evaluation will be scheduled.
3. The evaluation will take place in your home or another location if you prefer. The team will ask you questions about your child and observe how they move, communicate, and play.
4. If your child is eligible for services, you will become a part of the early intervention team. Together you will develop a plan.
All evaluations and services are provided free of charge! You give your permission for all assessments and services, and you can stop or change services at any time.

