

# SUMMER PROGRAM 2019

**JUNE 17<sup>TH</sup> - AUGUST 14<sup>TH</sup>**

**MONDAY-FRIDAY**

**7:00 A.M. – 6:00 P.M.**

(EXTENDED HOURS)



## **QUALITY TIME LEARNING CENTER**

(With trips throughout Washington, D.C. and Greater Metro Area)

**8101 Georgia Avenue, Silver Spring, MD 20910**

**FEATURING · Arts & Crafts · Games · Develop Life Skills  
& Social Skills · Leadership Development · Sports  
Activities · Creative Writing**

**WWW.QUALITYTIME.LLC.COM**

For more information, contact 301-588-3350 or [info@qualitytimellc.com](mailto:info@qualitytimellc.com)

**For children who have not registered for Quality Time  
to begin school on Wednesday, August 21, 2019.**

**Quality Time will provide child care services for 5-12  
years at \$175.00 per week from August 19, 2019 to  
August 30, 2019.**

**Limited Space is Available. Sign-up now.**

**Please request this service by completing the  
additional 2 weeks form in the Office.**

**AGES 4-12**

**LIMITED SPACE**

**TUITION**

**\$225 Per Week  
(All Day Program)  
Activity Fee: \$295**

**FIELD TRIPS  
INCLUDE**

**Six Flags  
Swimming  
Washington Nationals  
&  
Washington Mystics  
DC Museums  
Dave & Buster's  
Majestic Theater (Weekly)  
The Pentagon  
Sky Zone  
Bowling  
AND MORE!!**

**ENRICHMENT  
AREAS**

**Athletics  
Music . Arts  
Social . Life Skills  
FUN !!!**



Quality Time Learning Center  
8101 Georgia Avenue, Silver Spring, MD 20910

## 2019 Summer Program Welcome Letter For Children Completing our 4 Year Old Program and Older

Dear Parents:

Hello and welcome to **Quality Time Learning Center Summer Program for 2019.**

We hope this letter finds you and your family well. As we begin the 2019 season, we would like to welcome all of our new summer families and would also extend a great welcome to each of our returning families. Returning families, please take advantage of our time sensitive weekly discount. More information below.

Please ensure you print and complete registration forms in the main office or from our website and return them before the program begins on **Monday, June 17, 2019.**

### All forms are under **Forms & Downloads (Summer Program)**

- \*Summer Program Registration Form and Tuition Contract
- \*Emergency Form
- \*Permission Slip Approval/Picture Authorization
- \*Emergency Contact/Pick-Up Person(s) and Child Release Authorization Form
- \*Notarized Forms: Medical Emergency and Custody Cases/Legal Matters
- \*Health Inventory and Immunization Record
- \* Code of Conduct and All About My Child
- \*Bi-Weekly Payment Schedule

When you return your forms please include a school photo of your child for emergency purposes. **Your child may not attend the program unless you have completed your enrollment and medical forms.** Last year's forms are not acceptable forms for your child to attend our 2019 Summer Program.

As always we are looking forward to a safe and rewarding program season.

Sincerely,

Brian Crump  
Summer Program Director  
Email: [briancrump13@gmail.com](mailto:briancrump13@gmail.com)  
[info@qualitytimellc.com](mailto:info@qualitytimellc.com)

(1a)



JUNE 2019

SUMMER PROGRAM BEGINS JUNE 17 AND ENDS AUGUST 14, 2019 4 YEARS & OLDER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 	3	4	5	6	7	8 
9 	10 Gburg Park 	11	12	13	14 Last day of School 	15
16 FATHER'S DAY 	17 WELCOME CAMP DAY	18 ELLSWORTH CITY PARK/PLAYGROUND 	19 MAJESTIC MOVIES 	20 Silver Spring Library 	21 SUMMER KICK OFF COOKOUT 	22 
23 SUMMER SPRIT WEEK	24 WHEATON POOL 	25 Air & Space/History, Science National Museum	26 MAJESTIC MOVIES 	27 WHEATON POOL 	28 Climb Zone 	



JULY 2019

SUMMER PROGRAM BEGINS JUNE 17 AND ENDS AUGUST 14, 2019

4 YEARS & OLDER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2 WHEATON POOL 	3 2 BOUNCE U 	4 MAJESTIC MOVIES 	5 NO CAMP QTLC IS CLOSED	6 	7 
8 WHEATON REGIONAL PARK 	9 MAJESTIC MOVIES 	10 MYSTICS 	11 WHEATON POOL 	12 PICK-YOUR-FRUIT PICK-YOUR-OWN STRAWBERRIES 	13 	14 
15 WHEATON POOL 	16 MAJESTIC MOVIES 	17 KIDS IN CANAL GEORGETOWN WATERFRONT 	18 WHEATON POOL 	19 	20 	21 
22 WHEATON POOL 	23 CLEMYJONRTI PARK 	24 MAJESTIC MOVIES 	25 Duckpin Bowling 	26 SKY ZONE 	27 	28 
29 WHEATON POOL 	30 MAJESTIC MOVIES 	31 Washington Nats 				29 WHEATON POOL 

AUGUST 2019

2B

SUMMER PROGRAM ENDS AUGUST 14, 2019

4 YEARS & OLDER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
KID'S CULINARY ART WEEK				1 WHEATON POOL 	2 COOKOUT/ ICECREAM SOCAIL The Ice Cream Social  Over 15 Ice Cream Dress SewAlong, July 8-10	
4 	5 WHEATON POOL 	6 Gburg Park 	7 MAJESTIC MOVIES 	8 WHEATON POOL 	9 	10
11 	12 Summer Party and Awards 	13 SIX FLAGS 	14 Last Day Of Summer 12:00 Early Release	15	16	17
18	19 <b>ACADEMIC</b>	20 <b>ACADEMIC</b>	21 <b>IC REFRE</b>	22 <b>IC REFRE</b>	23 <b>SHER</b>	24
25 	26 <b>EXT</b>	27 <b>EXTEND</b>	28 <b>ED</b>	29 <b>CARE</b>	30 <b>CARE</b>	



# 2019 Summer Program

## Permission Slip Approval

My child \_\_\_\_\_ has permission to attend **ALL field trips** that will be held during the Summer Program. In the event of an emergency, I hereby authorize Quality Time Learning Center to transport the above-mentioned child to the nearest hospital for care. I agree to accept responsibility for all financial expenses incurred. My child may attend field trips throughout the summer. The school owners, directors, teachers, and assistants are released from any obligation in the event of injury.

My child has permission to attend all the field trips using bus/motor vehicle. Yes \_\_\_\_\_ No \_\_\_\_\_

My child has permission to attend all walking trips to the destinations close to school. Yes \_\_\_\_\_ No \_\_\_\_\_

My child has permission to go into the pool (**Montgomery County Pool**). Yes \_\_\_\_\_ No \_\_\_\_\_

In the event my child does not attend the trips, my child will stay at home and will come to school after the trips (**i.e., after 2:00 p.m.**). Children cannot join trips in progress.

From time to time my child has permission to go to local impromptu fields trips that may not be on the schedule.  
Yes \_\_\_\_\_ No \_\_\_\_\_

Daily, parents will pack lunch in disposable bags to be taken on trips. No refrigeration is provided.

**\* If your child is on medication, please prepare one dose with label including child's name, dosage amount, date to be given, name of medication and time to be given for FIELD TRIPS ONLY.**

\_\_\_\_\_  
Mother's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's/Guardian's Signature

\_\_\_\_\_  
Date

## Picture Authorization

To aid us with our marketing and promotional materials, we are asking parents to cooperate in allowing us to photograph and use pictures for display in brochures, advertising on school related web sites and other promotional material. Additionally, we may display our pictures on bulletin boards.

Below, you will find a consent form allowing us to take pictures to be used for the purposes stated above. Please fill out the consent form and return it to your child's teacher. I, \_\_\_\_\_, (give) (do not give) Quality Time Learning Center permission to take a photograph of my child, \_\_\_\_\_, (none) to be used for the promotional purposes as stated above.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

(3a)

TURN OVER 



## TUITION IS ONLY \$225 PER WEEK

WITH 8 OR 9 WEEKS ENROLLMENT – CALL FOR DETAILS: Ms. Dorine @ 301-588-3350.

### CHECK ONE:

My complete registration/activity fee enclosed \$......

At this time it is my best guess that my child will attend the program for \_\_\_\_\_ weeks.



This year all children 4 years old and above will be required to wear a Summer T-Shirt EVERYDAY!!

PLEASE INDICATE YOUR CHILD'S T-SHIRT SIZE.

My child's T-Shirt size is .....

Sizes: Small (6-8)\_\_\_\_\_

Medium (10-12)\_\_\_\_\_

Large (14-16)\_\_\_\_\_

(3b)







QUALITY TIME LEARNING CENTER  
8101 Georgia Avenue  
Silver Spring, MD 20910

**EMERGENCY CONTACT, PICK-UP PERSON(S)  
AND CHILD RELEASE AUTHORIZATION FORM**

This document is the sole authority for pick-up/release of your child and is in force from **June 17<sup>th</sup> – August 14<sup>th</sup> 2019 only.** \*The following people are authorized to visit my child at school and to pick-up my child from Quality Time Learning Center:

**Child's Name:** (First) \_\_\_\_\_ (Last) \_\_\_\_\_ **Nick Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_ **Birth Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parents who fail to confirm with the school their late pick-up before 6:00 p.m. will pay double the normal late pick up fee.**

**Mother's**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone: (H)** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
**Employer:** \_\_\_\_\_  
**Phone: (W)** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
**Cell Phone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Father's**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone: (H)** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
**Employer:** \_\_\_\_\_  
**Phone: (W)** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
**Cell Phone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**(Authorized Pick-Up People Other than Mother and Father)**

<b>Name:</b> _____	<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____	<b>Address:</b> _____
_____	_____	_____
<b>Phone: (H)</b> _____	<b>Phone: (H)</b> _____	<b>Phone: (H)</b> _____
<b>Phone: (W)</b> _____	<b>Phone: (W)</b> _____	<b>Phone: (W)</b> _____
<b>Cell Phone:</b> _____	<b>Cell Phone:</b> _____	<b>Cell Phone:</b> _____
<b>Relationship:</b> _____	<b>Relationship:</b> _____	<b>Relationship:</b> _____

**(Please use the back of this form for more names)**

**In case all above named authorized people cannot pick-up your child, parents must call the school before 5:00 p.m., and provide us the name/s and phone number/s of other alternate pick-up person/s.**

**Parents are responsible for ensuring that the persons who are authorized to pick-up a child from the Center are aware of their responsibilities, e.g., having picture I.D. at the time of pick-up, and must be 16 years old or older.**

**(LEGAL AUTHORITIES WILL BE CONTACTED FOR CHILDREN LEFT AT QTLC ONE HOUR AFTER CLOSING THE CENTER, i.e., AT 7:00 P.M.).**

**Note: For any change in Emergency Contact pick-up person(s), Parent/Guardians are responsible to update the information as soon as changes occur. We must have your updated phone number(s) at all times.**

The Center is **NOT** authorized to release the child to the following people.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Unless amended in person by the signing parent between June 17<sup>th</sup> - August 14<sup>th</sup>, 2019.**

**(4b)**



Quality Time Learning Center  
8101 Georgia Avenue, Silver Spring, MD 20910

**2019 Summer Tuition Contract**  
**(Children Completing a 4 Year Old Program or Older)**

Tuition for my child \_\_\_\_\_ is \$ \_\_\_\_\_ bi-weekly. This rate remains in effect from  
**June 17, 2019 until August 14, 2019.**

**1. Payment Information**

- Checks and certified funds are acceptable forms of payment. All credit card/merchant payments will incur a \$5.00 convenience fee per transaction either on-line, by telephone, and/or in person. Tuition must be paid according to the attached Tuition Payment Schedule. Tuition not paid according to the Summer Tuition Payment Schedule (TPS) shall incur a late fee of \$30.00 on Wednesday mornings after a due date has expired \_\_\_\_\_. (Parent's initials) Tuition which is more than two weeks past due may cause your child to be dropped from the program and his/her slot to be allocated to another child. Checks returned by bank for any reason shall incur a \$50.00 returned check charge. \_\_\_\_\_. (Parent's initials) Future payments may be requested in cash or certified funds.

**SUMMER TUITION PAYMENT SCHEDULE**

#	Payment Due Dates	Amount to Pay	Weeks Paid
1	June 4, 2019	\$225.00	06/17/19 to 06/21/19
2	June 18, 2019	\$450.00	06/24/19 to 07/05/19
3	July 2, 2019	\$450.00	07/08/19 to 07/19/19
4	July 16, 2019	\$450.00	07/22/19 to 08/02/19
5	July 30, 2019	\$360.00	08/05/19 to 08/14/19

- When possible, all payments should be made directly to the Accounting Office. If any discrepancy exists between your records and our records, please notify the Accounting Office immediately in writing.
- No reduction in tuition is made for illnesses, holidays; weather related emergency closing or for any reason the school may need to close early \_\_\_\_\_. (Parent's initials)
- The parent is obligated to begin paying tuition on the Contracted Start Date (CSD) and will therefore be invoiced as of the CSD. Should a space not be available on the CSD the Center will refund all monies except the registration fee, unless the Center makes it known otherwise at the time of contract signing \_\_\_\_\_. (Parent's initials)
- Any monies not paid according to the terms of this contract will be subject to legal action \_\_\_\_\_. (Parent's initials). If this course of action is taken, you will be liable for all court costs. Collections companies are under contract with Quality Time Learning Center to collect any outstanding debts.

**2. Center's hours/ late pick up**

- The Center's hours of operation are 7:00 a.m. - 6:00p.m. Parents are requested to be prompt in picking up their child. Your account will be charged a late fee of \$3.00 per minute after 6:00 p.m. until 6:30p.m. Habitual late pick-ups may cause suspension. Late pick-up fees after 6:30 p.m. will be \$5.00 per minute. Late pick-up fees must be paid-in-full by close of business the next business day or the late pick-up fee will double \_\_\_\_\_. (Parent's initials) In case of inclement weather, if the Center closes early, late pick-up fees will be applied after the early closing time of the inclement weather delay.
- Parents who fail to confirm with the school their late pick-up before 6:00 p.m. will pay double the normal late pick up fee \_\_\_\_\_.
- For parents who pick-up their child late more than three times in any 30 day period, a fee schedule of \$10.00/minute late fee may be charged \_\_\_\_\_. (Parent's initials) Suspension and/or expulsion may also be remedies.

**3. Completion of Forms**

- All forms must be completed and returned before the child enters the program. All forms should be updated whenever there are any changes in parents/guardian information (e.g. phone numbers, change of address, etc.) \_\_\_\_\_. (Parent's initials) This contract becomes effective as of June 17, 2019 and remains in effect through August 14, 2019.
- All medical information must be current according to your child's age e.g., Physical Examination, Lead Screening, Immunizations. Although your child's administrative forms are not tuition related, your child will not be able to start our program without all forms. It is the parent's responsibility to update all records as necessary. \_\_\_\_\_. (Parent's initials) The Center has the right to suspend the child/ren for out dated phone numbers, contact information and incomplete records.

**4. Lost Items**

- Quality Time Learning Center will not be responsible for any item(s) lost clothing, e.g., coats, swim suits, towels, swims shoes, jackets, sweaters, toys, blankets, sheets, car seats, strollers etc., and will not reimburse parents for lost or damaged items.

**5. Student Photo ID:**

- Parents must provide a photo (wallet size) of their child for identification and security purposes.

**6. Withdrawing/Returning/Other**

- Quality Time Learning Center continues to have a very high demand for its services. We always want to be in the position to offer our services to parents who weekly meet their financial obligations to the school. Parent's failure to remain current in their tuition may be given one weeks' notice prior to dismissal. Full tuition payment is expected during this notice period. \_\_\_\_\_
- Parents are required to pay for five (5) days a week as long as their child is enrolled. Payment is required in advance when your child is out sick; you are on vacation or when school is closed. In the event of an early school closing due to inclement weather, no reduction in tuition is made \_\_\_\_\_ (Parent's initials)

**7. School Regulations**

- Parents are expected to respect and uphold school policies and regulations and the contractual agreement they have with the school. QTLC reserves the right to ask parents to remove their child from the school if said parents disregard or fail to uphold school policies, regulations, or terms of the contractual agreement they have with QTLC. All deposits, tuition, and any other fees paid in advance are non-refundable for a parent who is expelled from the summer program \_\_\_\_\_ (Parent's initials)

**8. Understanding Contract**

- I/We undersigned, have read and fully understand, and agree to comply with the summer tuition contract/fee, scheduled policies of Quality Time Learning Center \_\_\_\_\_ (Parent's initials)

**9. Activity Fee**

- Activity Fees will be billed according to the following schedule. Should a parent be enrolled for fewer weeks a refund may be appropriate. \_\_\_\_\_ (Parent's initials)

INITIAL WEEKS THAT THE STUDENT WILL ATTEND		ACTIVITY FEE FOR WEEKS ATTENDING		
Weeks	Initial	# of Weeks	Fee	Refund
6/17/2019		9 Weeks	295.00	0.00
6/24/2019		8 Weeks	295.00	0.00
7/1/2019		7 Weeks	265.00	30.00
7/8/2019		6 Weeks	235.00	60.00
7/15/2019		5 Weeks	205.00	90.00
7/22/2019		4 Weeks	175.00	120.00
7/29/2019		3 Weeks	145.00	150.00
8/5/2019		2 Weeks	115.00	180.00
8/12/2019		1 Week	85.00	210.00
<b>TOTAL WEEKS</b>				

**THIS CONTRACT SUPERSEDES ALL PREVIOUS CONTRACTS.**

Signature of Financially Responsible Person: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name of Financially Responsible Person: \_\_\_\_\_

Contract Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ QTLC will start billing on \_\_\_\_/\_\_\_\_/\_\_\_\_ (Parent's initials \_\_\_\_\_)

Fees Paid	Check#	M.O.#	Cash	Credit Card	On-Line
Registration	_____	_____	_____	_____	_____
Tuition	_____	_____	_____	_____	_____
Summer Activity Fee (SAF)	_____	_____	_____	_____	_____