

ACCOTINK ACADEMY PRESCHOOL

ENROLLMENT AGREEMENT

TO THE PARENT: Please read this Agreement carefully. If you do not understand any provision, feel free to ask the Administrative Director. This Agreement, its attachments, and the Parent Handbook establish your legal rights and responsibilities, and those of the Preschool, regarding your child's participation in the Preschool. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parent(s) or legal guardian(s) of the child enrolled in the Preschool, and the terms "Preschool" and "we" refer to the Accotink Academy Preschool and the staff members. The term "school day" means a day when the Preschool is open and operating.

I _____, hereby agree to enroll my child,
(parent(s) or guardian(s))
_____, in the Accotink Academy Preschool, and
(name of the child)
the Preschool agrees to accept your child's enrollment, under the terms and conditions as stated below.

1. Program and Hours of Attendance. Beginning _____, 201_, your child will be enrolled in the following Preschool schedule:

___ Tuesday and Thursday 8:45-11:45
___ Monday, Wednesday, Friday 8:45-11:45
___ Monday, Wednesday, Friday 12:30-3:30
___ Monday through Friday 8:45-11:45
___ Monday through Friday 12:30-3:30
___ Junior Kindergarten – Monday through Friday 8:45-11:45
___ Junior Kindergarten – Monday through Friday 12:30-3:30
___ Half Day Kindergarten – Monday through Friday 8:45-11:45
___ Full Day Kindergarten – Monday through Friday 8:45-3:15

2. **PAYMENT:**

Registration fee: A non-refundable registration fee is due and payable on the day this Agreement is made (date of enrollment).

Tuition: The monthly tuition payment is determined by the total tuition for the academic year divided into ten installments. The payment schedule is as follows:

1st Installment due by June 1st of the current calendar year or immediately if registration is after June 1st.

Payment must be received in the school office according to the following schedule:

1st Installment June 1

The first installment of tuition is non-refundable for all kindergarten students. For all other students the first installment of tuition is 50% refundable with written notice before July 1st and non-refundable after July 1st.

2nd Installment September 5

3rd Installment October 5

4th Installment November 5

5th Installment December 5

6th Installment January 5

7th Installment February 5

8th Installment March 5

9th Installment April 5

10th Installment May 5

A late fee of up to 10% of the unpaid balance (not to exceed) \$25.00) will be assessed after the 5th of the month.

Activity Fee: An activity fee is charged each year per student. This fee, which covers the Spring Recital, the Fall Festival and the Tiny Tots Concert, is collected with the second or third installment of tuition in September or October. This fee must be paid by separate check from the tuition fee.

Book Fees: All students are required to purchase their own workbooks according to their level. The publisher's price determines the cost. The billing for the Book Fees occurs early in the school year.

Methods of Payment: The payment of tuition may be made by cash, check or money order. However, if any payment by check is returned unpaid, a service charge of \$25.00 will be charged. Thereafter, the Preschool has the right to require cash or money order for payment.

Termination for non- Payment: Failure to make payments of tuition for two consecutive months will result in removal of the child from school.

Holiday and Snow Closings: You will be supplied with a yearly calendar which will detail the days the Preschool will be closed for national holidays as well as student holidays. The Preschool follows the cancellation policy of the Fairfax County Public School system. If the public schools cancel classes, open late or close early due to snow or inclement weather conditions, the Preschool will do the same. There will be no refund or credit against the monthly tuition fee for any such closing. In the event of any early closing due to inclement weather, you agree to make arrangements to pick up your child promptly.

Withdrawal by Parent. You must give the Preschool written notice at least thirty (30) days before withdrawing your child from the Preschool in order to receive a rebate in tuition if one is owed.

Late Pick-Up Penalties. If your child is picked up after the scheduled time, you will owe a late fee of \$5.00 for each five-minute period, or portion thereof, after the scheduled time. This late pick-up fee is due immediately at the time of pick-up or before the child comes to school the next time. If your child is picked up over 30 minutes late, or you fail to pay the late fee, your child will not be admitted to school the following school day.

Absences. No refund or deduction may be made from regular tuition or bus transportation fees because of absence due to illness, holidays, vacations, school closings due to weather, or for any other reason.

3. **Field Trip Participation.** The Preschool's regular program includes neighborhood walks, field trips and other off campus activities which involve transportation of children in vehicles owned by the Preschool and driven by Preschool employees or commercially owned and operated vehicles which are rented from a local company.

By signing this agreement you will be granting permission for your child to participate in field trips and be transported in Preschool owned vehicles driven by Preschool staff or commercially owned and operated vehicles rented from a local company.

4. **Photographs and Publicity.** Individual and group photographs are taken during the school year. Photographs are taken in the classroom for various learning purposes and for occasional media exposure. By signing this agreement you give permission to have photographs taken for school use and for occasional media release to local newspapers.

5. **Personal and Health Information.** The staff of Accotink Academy will be the only persons able to access your child's health records and your personal family information.

A. The school agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) arrange to have the child picked up as soon as possible if so requested by the school.

B. The parent(s)/guardian(s) authorize the school to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.

C. The parent(s)/guardian(s) agree to inform the school within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

6.

Certification that All Information is Correct. The following attachments are a part of this Agreement. You certify that you have accurately completed all of the forms listed below by the first day your child attends the Preschool. You also certify that you will read the Parent Handbook that will be presented to you before the first day of school for your child. You agree to notify the Preschool if there is any change in the information you have supplied on the forms listed below.

1. Enrollment Form
2. Family Information Form
3. Birth Certificate
4. Medical Care and Emergency Contact Information
5. Child Release Authorization and Custody Information Form (if applicable)
6. School Entrance Health Form

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Director of Administration Date

Date Child Enrolled: _____ Date Child Left School: _____