



Annandale United Methodist Church
WEEKDAY PRESCHOOL
6935 Columbia Pike
Annandale, VA 22003
703-256-1100
wps@annandale-umc.org



ENROLLMENT AGREEMENT 2015-16

The Weekday Preschool agrees to enroll your child, < *insert name of child* >,
In the < **insert class in which child is enrolled** > class for the 2015-16 school year.

In return for your child's enrollment, the parent/legal guardian agrees to the following:

- (1) To pay annual tuition of \$ < insert amount > at the rate of \$ < insert amount > per month.

The parties understand that tuition is subject to the following policies:

- (a) Monthly payments are due in check or cash on the first class day of each month.
- (b) Families with more than one child enrolled in the Weekday Preschool (including the Early Morning, Extended Day and Late Day classes) will receive a discount of 15 percent on the tuition(s) of additional child(ren).
- (c) Parents will be notified in writing when a monthly payment is late; if payment delinquency continues beyond 45 calendar days, the school has the right to dismiss the child.
- (d) Tuition is based on the entire school year, and then divided into ten equal monthly payments for September through June. The Weekday Preschool must meet its financial obligations regardless of the attendance of an individual child; therefore there are no refunds for absences or family vacations. If the school is closed temporarily as a health precaution, because of inclement weather or for any reason beyond the control of the program, tuition will continue to be charged.
- (e) Financial assistance is available for qualifying families. Information may be obtained from the Weekday Preschool Program Director. Confidentiality is respected.

(2) To pay one month's tuition deposit in advance no later than April 30, 2015, or within 30 days if registration occurs after April 30, with the understanding that the advance deposit is credited as the June 2016 tuition payment and is subject to the following policies:

- (a) Before the start of the school year, the advance deposit will be refunded in full when written notification of the child's withdrawal is received by July 1, 2015 prior to the start of school;
- (b) After July 1, there will be no refunds of the advance June tuition deposit;
- (c) No refund or tuition credit will be applied when any morning or afternoon classes are changed, or the number of days enrolled are reduced, after July 1.

(d) During the school year, if the child is withdrawn without 30 days notice or if the child is withdrawn on or after March 1, one month's tuition will be charged.

(3) To pay a late payment fee of \$25 for any monthly tuition payment received on, or later than, the 15th of the month.

(4) To pay a returned check fee of \$25 when payment has been returned by the bank for any reason.

(5) To pay a late pick-up fee if a child is not picked up within 10 minutes of dismissal time. The late pick-up fee is per child and accrues at a pre-determined rate for each ten minute increment past dismissal time during which the child is kept at school.

(6) To submit a reinstatement fee of \$25 if a child is withdrawn and re-enrolled within the same school year.

(7) To provide signed up-to-date health and emergency forms packet on or before the child's first day of class, and to update those forms as necessary by completing and signing new forms.

(8) To submit, in compliance with Virginia law, proof of identity by completing the Identity Verification Form and returning it with the original birth certificate, passport, or Social Security card (which will be immediately returned to you) prior to your child's first day of class.

(9) To abide by the policies and procedures stated in the Parent Handbook, and to sign and return the Parent Signature (last) page.

(10) To notify the school immediately of any changes in home and/or business addresses and telephone numbers (including cell phones).

(11) To complete this enrollment agreement form and return it to the office by April 30, 2015, or within 30 days of enrolling if registration is after April 30.

Please make all checks payable to AUMC WPS.

Always include your child's name on your check.

Signature of Parent or Guardian

Date