



2019-2020 Parent Tuition Agreement

This is a contract between Gateway Village Children's Center (GVCC) and the parents/guardians of the child listed above. The purpose of this contract is to define certain obligations to ensure a successful year for your child and avoid misunderstandings between the school and the family.

1. **REGISTRATION FEE:** A registration fee of \$135.00 is charged at the time of enrollment and is not refundable.
2. **ANNUAL ACTIVITY FEE:** An annual activity fee of \$50.00 is charged at the time of enrollment (regardless of when your child enrolls) and must be paid in full prior to your child's first day of attendance.
3. **TUITION DEPOSIT:** A tuition deposit is required to order to confirm and hold your child's selected class placement and schedule. The tuition deposit is equal to one month's tuition payment and must be paid by the dates shown in the chart below. The tuition deposit will be used to pay the LAST Tuition Installment Payment for the 2020 Term (May 2020). However, in the event of early withdrawal (any withdrawal time before the official end of the term) the deposit will be used to pay the Early Withdrawal fee (see details in Withdrawals and Tuition Refunds).

Due Dates for the Tuition Deposit are listed below:

Registration Date	Tuition Deposit Due Date
December 1 – December 31, 2018	June 1, 2019
January 1, 2019 – May 31, 2019	June 1, 2019
June 1 – December 1, 2019	Within 10 calendar days of registration date or child's first day of attendance (whichever comes first)

4. **TUITION PAYMENTS & LATE FEES:** Please see the Tuition and Fee Schedule for 2019/2020 to reference your child's enrolled class and associated tuition. Annual tuition may be paid by a single payment or may be paid in ten (10) installments which are due on the dates specified in the chart below. If you do not submit your payment by the 1st day each month, a \$10.00 late fee will be assessed each day until the amount due is paid in full. If your monthly payment is unpaid by the 10th of the month, your child will be unenrolled from the school.

Payment Description	Payment Due Date
Annual Tuition in Full	June 1, 2019 (5% discount will be applied)
Tuition Deposit (confirm/hold student class placement/schedule)	June 1, 2019 or within 10 calendar days of registration date or child's first day of attendance (whichever comes first). The deposit payment will be used to pay your child's LAST tuition payment.
Tuition Installment Payment #2	August 1, 2019
Tuition Installment Payment #3	September 1, 2019
Tuition Installment Payment #4	October 1, 2019
Tuition Installment Payment #5	November 1, 2019
Tuition Installment Payment #6	December 1, 2019
Tuition Installment Payment #7	January 1, 2020
Tuition Installment Payment #8	February 1, 2020
Tuition Installment Payment #9	March 1, 2020
Tuition Installment Payment #10	April 1, 2020

5. **WITHDRAWALS AND TUITION REFUNDS:** Enrollment for Preschool and Pre-K is September 3, 2019 to May 29, 2020. Enrollment for After School Care is August 22, 2019 to June 10, 2020. GVCC will not issue refunds for absences or inclement weather days. GVCC will not issue refunds for partial months attended. For extended absences (30 continuous days or more), the family will not be able to "hold" their place in the program **unless they continue paying monthly tuition** throughout the extended absence. If they decide to give up their place in the program due to an extended absence, the family must understand they will need to re-enroll and pay a new registration fee of \$135.00 upon return and there may not be a spot open for their child(ren) at that time.
6. **For withdrawals during the school year:** If you withdraw your child prior to the end of the Preschool, Pre-Kindergarten or After School term; a cancellation fee equal to one-month's tuition amount will be assessed and will be paid by using the Tuition Deposit described above. Parents agree to complete and email the GVCC Change of Schedule Form to the School Director at least 30 days before the student's last day. There will be no partial or pro-rated refunds issued for withdrawals. Records or transcripts cannot be forwarded to the students' new school until all fees are paid. See 2019/2020 Tuition and Fee Schedule for details.
7. **HEALTH REGULATIONS:** The Commonwealth of Virginia and Loudoun County require that each new and returning student submit a current Commonwealth of Virginia School Entrance Health Form before admission to GVCC. The form must include an up-to-date inoculation record, and relevant personal health information for your child, including allergies, special health considerations, etc. It must be signed by a health professional. Children must be fully toilet-trained to attend the 3's, 4's, and 5's preschool programs.
8. **REQUIRED FORMS:** An updated **VA School Health Form** (including immunization information) must be submitted annually before your child's first day of school. Also, if your child has an allergy and/or medication that will need to be administered by GVCC staff, **a Medical Authorization Form and Emergency Care Plan Form and must be completed and returned to GVCC before school begins.** You must also present your child's birth certificate before the first day of school. Parents are responsible for updating these forms when changes occur.
9. **STUDENT HEALTH:** Children should be sent to school ready to participate in the daily activities. These include a good night's sleep and proper breakfast. Children should be kept home if ill, which includes fever, vomiting, or diarrhea in the last 24 hours.
10. **ACCIDENTS/ILLNESS/INSURANCE:** The school strives to maintain a healthy, safe environment for children. We will not admit a child who is ill to the classroom. If a child becomes ill during the school day, we will notify parents. Parents should pick up the child or make arrangements for someone on the child's Transportation authorization Form to pick up the ill child as soon as

possible. Your signature on this form authorizes GVCC to obtain immediate medical care if a medical emergency occurs and the parents cannot be contacted immediately. Such care may be from a physician or hospital other than the family's physician if there is insufficient time to contact the family's physician.

- a. Individual staff members, GVCC, and/or Gateway Community Church will not be held responsible for the consequences of an accident or illness at school, whether inside the school or on school grounds. The parent is responsible for the payment of medical expenses.
11. **PARENT CONFERENCES:** GVCC will schedule Fall and Spring parent-teacher conferences for all Preschool or PreKindergarten students in an effort to maintain excellent communication between school and home. The parent, teacher, or director may request additional conferences at any time.
 12. **ARRIVAL AND DISMISSAL:** Teachers and assistants use the time before school to prepare the classroom and materials for the students. Children will be permitted in the classroom 5 minutes before the scheduled session start time. Children are only released to those listed on their Transportation authorization Form. Parents are expected to pick up their children on time. GVCC reserves the right to charge a late fee of \$1.00 for every minute a child is left after their scheduled session has concluded.
 13. **FACILITY ACCESS:** Each family will be provided an access card/fob for entry to the Church/GVCC. Access will be granted for the hours your child is scheduled to attend. Parents are required to turn in the card/fob at the end of the school year. A \$25.00 replacement fee will be assessed for a lost card/fob and for any card/fob not returned to GVCC at the end of the term or at the time of the child's unenrollment.
 14. **FUTURE ENROLLMENT:** Enrollment for the current year does not imply automatic enrollment in a class for the next school year. Registration priority is approved by the Gateway Village Board and will be made available prior to the beginning of registration for the next year.
 15. **DISPUTE RESOLUTION:** Occasionally, problems arise which cannot be easily resolved. Should such a situation occur, parents should notify the director who will attempt to reach a solution. If necessary, the Gateway Village Board may be asked to address the situation.
 16. **PHOTOGRAPHY/VIDEO:** I authorize GVCC, its assigns and transferees to use and publish pictures and/or videos for promotional purposes and any lawful purposes such as publicity, advertising, and web content.
 17. **GVCC RESERVES THE RIGHT TO:**
 - Request the withdrawal of a child who is having trouble adjusting to school;
 - Suspend or dismiss a child for unmanageable behavior;
 - Suspend or dismiss a child with educational or medical needs for which the school is not equipped to manage;
 - Discontinue services to a family not meeting financial obligations on a timely basis;
 - Discontinue service to a family if we believe we are unable to satisfy their expectations.
 - Report unpaid balances to credit bureau(s) if GVCC attempts to collect unpaid balances for a period of 15 days do not result in a fully paid account.

My submission of information to register my child AND my payment of the \$135 registration constitutes my agreement that I have read this Parent-School contract, understand the terms set forth therein, and will follow the policies contained within this document and the GVCC Parent Handbook. If GVCC becomes involved in a dispute with me regarding this agreement, I agree to submit such dispute, claim or controversy with GVCC to Christian Mediation under the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of Rules is available at www.peacemakers.net) to mediation and if unsuccessful, I agree to submit to legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation.

Printed Parent#1 Name:

Parent #1 Signature:

Date Signed:

Printed Parent#2 Name:

Parent #2 Signature:

Date Signed:

Tuition and Fee Schedule

January 1, 2019

Annual Tuition				
Program	Tuition Fees	M-F	M,W, F	T, TH
Preschool	Annual/Monthly Tuition	\$5,410 or \$541 monthly	\$3,410 or \$341 monthly	\$2,670 or \$267 monthly
PreKindergarten	Annual/Monthly Tuition	\$5,410 or \$541 monthly	\$3,410 or \$341 monthly	\$2,670 or \$267 monthly
After School	Annual/Monthly Tuition (LCPS Service Days are not included)	\$5,500 or \$550 monthly	\$3,500 or \$350 monthly	\$2,500 or \$250 monthly
First Month Payment Amount for enrollments after 10/1/2019				
Program	Start Date	M-F	M, W, F	T, TH
Preschool	Between 5th and 15 of Month	\$406	\$256	\$200
Preschool	Between 16th and End of Month	\$271	\$171	\$134
PreKindergarten	Between 5th and 15 of Month	\$406	\$256	\$200
PreKindergarten	Between 16th and End of Month	\$271	\$171	\$134
After School	Between 5th and 15 of Month	\$413	\$263	\$188
After School	Between 16th and End of Month	\$275	\$175	\$125
Tuition Related and Other Fees				
Program	Description	Fee	Due Date(s)	
All	Registration	\$135	At time of registration	
All	Tuition Deposit equal to one month's tuition (applied to last month's tuition)	See chart above	June 1, 2019 or at time of enrollment; tuition deposit must be paid in full before child starts attending classes.	
Preschool & Prekindergarten	Annual Activities Fee	\$50	September 1, 2019	
Preschool & Prekindergarten	Tuition Payments	See chart above	August 1, 2019 and on the first of each subsequent month until April 1, 2020	
After School	Tuition Payments	See chart above	August 1, 2019 and on the first of each subsequent month until April 1, 2020	
After School	LCPS In-Services Days	\$75 per day	Invoiced separately; invoices due upon receipt	
All	Wait-List Fees	\$50	At time of registration	
All	Late Payment Fee	\$10 per day	Per day fee; assessed each day for all payments made after the 1st day of each month	
All	Late Pickup Fees	\$1 per minute	Per minute fee; assessed for each minute a student is picked up after center closing time.	
All	Replacement or Unreturned Key Card/Fob	\$25	Fee is per card/fob; fee due at the time of reissue or on June 15 for all unreturned cards/fobs.	
All	Returned Check Fee	\$50	Per returned check	

All fees are non-refundable