

*St. Joseph's Preschool
203 North Spring Street
Falls Church, VA 22046*

ENROLLMENT AGREEMENT

We enroll our child _____ in St. Joseph's Preschool for the period of _____ to _____ on a schedule of Monday thru Friday in accordance with the school's calendar. We agree to pay the monthly base tuition of \$1,080.00. We agree to pay any additional tuition related fees, registration fees, enrollment fees and material fees.

There is a one (1) month trial enrollment period to ensure that the program, the child and family are well suited to one another. During the trial enrollment period, if it is determined that the child or family are not well suited, St. Joseph's may dismiss the child immediately or the parent may withdraw the child immediately with no penalty. The remainder of the unused tuition will be refunded. **The registration, enrollment and material fees are not refundable.**

After acceptance into the program, parents may not terminate their financial obligation during the contract year without a written notice of one (1) month in advance of departure. If a child or family is asked to be involuntarily withdrawn from the school, the Director will give the parents two (2) weeks written notice. Unused paid tuition for the month will not be refunded.

St. Joseph's reserves the right in extreme circumstances to withdraw the child/family immediately. Extreme circumstances include but are not limited to hurting other children and/or staff members, destroying property, or if the Preschool lacks resources available to help the child. Parents agree with and understand that there is no reduction in fees for absences due to illness, vacation, snow days, or any weather related closings or emergencies. Continued enrollment is dependent on prompt tuition payment. A late payment fee of \$50.00 will be assessed for tuition payments that are received after the fifth (5th) day of each month. There is a \$35.00 return check fee and the late fee of \$50.00 will be assessed if a check is returned from the bank. St. Joseph's Preschool does not send out invoices for tuition payments.

We have read and agree to abide by St. Joseph's Preschool's policies. We understand that the school will make every reasonable effort to prevent our child from being picked up by a person listed as unauthorized on the registration form. Proper documentation (including but not limited to a photo id) is required. We also agree to notify the school in writing on or before the morning of the day in question if anyone other than the usual person is picking up our child.

St. Joseph's Preschool follows the Falls Church City Inclement Weather Policy for school closings and delays. Please see the Parent Guide and Policies for more information.

The Parent understands that the school will report to you if your child is exposed to any communicable disease while at St. Joseph's. The Parent agrees to keep their child at home when signs of a communicable illness, including fever and severe cough are present and report to the Preschool immediately when your child contracts any communicable disease. **The Parent or designee also agrees to pick up the child within the hour, should he/she become ill while at the Preschool.**

We hereby give our consent to St. Joseph's Preschool or anyone on its behalf to secure and provide any medical and other attention that may be necessary or urgent in our child's care. We have filled out the emergency medical authorization form in the event there is an emergency. We will not hold St. Joseph's Preschool liable in the event of an accident.

Permission for field trips is granted to St. Joseph's Preschool by signing this agreement. We will be notified in advance of the upcoming field trip. Our child may be taken from the school on any trip sponsored by the school. We can expect that such a trip will not be undertaken unless adequate adult chaperoning is available to accompany the trip. We understand that neither St. Joseph's Preschool nor adult drivers may be held liable in the event of an accident.

Children arriving at St. Joseph's must be delivered to a member of the staff. Under no circumstances are children allowed to walk to their classrooms alone or be picked up without notifying the staff member responsible for the child. At no time should a child be unsupervised at St. Joseph's Preschool.

Parent signature: _____ Date: _____

Accepted by St. Joseph's Preschool: _____ Date: _____