



2021-2022 Parent/Tuition Agreement

This is a contract between Gateway Village Children's Center (GVCC) and the parents/guardians of the child(ren) registered to attend GVCC for the 2021-2022 school term. 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.

By registering my child(ren) online and by paying the \$135 Registration Fee, I/we the legal parent(s)/guardian(s) (hereinafter "I" or "parent") understand and agree that:

- REGISTRATION FEE:** A registration fee of \$135.00 is charged at the time of enrollment **and is not refundable under any circumstances.**
- TUITION PAYMENTS:** Tuition is established as a fixed dollar amount for the entire school term and is paid in ten (10) equal installment payments – see due dates below.

Payment Description	Payment Due Date
Tuition Installment Payment #1 (required to confirm/hold student class placement and schedule)	August 1, 2021. If I register after August 1, 2021 the first tuition payment is due within 3 calendar days of registration date or my child's first day of attendance (whichever comes first).
Tuition Installment Payment #2	September 1, 2021
Tuition Installment Payment #3	October 1, 2021
Tuition Installment Payment #4	November 1, 2021
Tuition Installment Payment #5	December 1, 2021
Tuition Installment Payment #6	January 1, 2022
Tuition Installment Payment #7	February 1, 2022
Tuition Installment Payment #8	March 1, 2022
Tuition Installment Payment #9	April 1, 2022
Tuition Installment Payment #10	May 1, 2022

- FIRST TUITION PAYMENT:** The first tuition payment is required to confirm and hold my child's selected class placement and schedule and is applied to the August 1, 2021 tuition installment payment for the 2021-2022 term. Once paid, **the first tuition payment is NOT REFUNDABLE under any circumstances, even if your plans change and your child does attend GVCC.**

Registration Date	First Tuition Payment Due Date
March 1, 2021 – August 1, 2021	August 1, 2021
August 2, 2021 – December 31, 2021	Within 3 days of registration.

- TUITION PAYMENTS & LATE FEES:** I will pay in accordance with the Tuition and Fee Schedule for 2021/2022 for my child's enrolled class and associated tuition. I understand that each payment must be received by GVCC by the 1st business day of each month. If I do not submit my tuition installment payment by the 1st business day of each month, a \$10.00 late fee will be assessed each day until the amount due is paid in full. If my monthly payment is unpaid by the 10th of the month, my child will be unenrolled from the school. GVCC will make every effort to communicate with parents regarding missed payments; however, I understand that I am responsible for making payments on time whether I am contacted by GVCC or not.
- TUITION REFUNDS:** The Preschool and Prekindergarten term is September 8, 2021 to May 27, 2022. GVCC will not issue refunds for absences, inclement weather days or for school closures due to circumstances beyond the control of GVCC including pandemic illnesses. GVCC will not issue refunds for partial months attended. For extended absences (30 continuous days or more), I understand I will not be able to "hold" my place in the program **unless I continue paying monthly tuition** throughout the extended

absence. If I decide to give up my place in the program due to an extended absence, I understand I 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 my child(ren) at that time.

6. **SCHEDULE DECREASES:** If part-time schedules become available, I understand that GVCC will charge a fee of \$150 if I decrease my child's schedule after 3 days following the date of my registration. I understand that I must submit a completed Change of Schedule Form (available on the GVCC website) must be submitted to GVCC at least 30 days prior to the effective date of the change.
7. **EARLY WITHDRAWAL:** I understand that if I decide to withdraw my child at any time before the end of the school term (After-School = June 17, 2022; Preschool and Prekindergarten = May 27, 2022) GVCC requires 30 days' notice of EARLY WITHDRAWAL. I understand that all applicable tuition & fees during the 30-day period notice period will still be due and payable. A completed Change of Schedule Form (available on the GVCC website) must be submitted to GVCC at least 30 days prior to the effective date of the change.
8. **AGREEMENT TO ABIDE BY HANDBOOK:** I agree to abide by the policies outlined in the GVCC Parent Handbook.
9. **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 my 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.
10. **REQUIRED FORMS:** An updated **VA School Health Form** (including immunization information) must be submitted annually before my child's first day of school. Also, if my 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.** I must also present my child's birth certificate and a signed Assumption of Risk, Indemnification, Waiver and Release form before the first day of school. Parents are responsible for updating these forms when changes occur.
11. **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. I will keep my children home when they are ill, which includes fever, vomiting, or diarrhea in the last 24 hours.
12. **ACCIDENTS/ILLNESS:** The school strives to maintain a healthy, safe environment for children. If possible, GVCC will not admit a child who is ill to the classroom. If a child becomes ill during the school day, GVCC will notify me. I will promptly pick up the child or make arrangements for someone on my child's Transportation Authorization Form to pick up the child as soon as possible. My signature on this form authorizes GVCC to obtain immediate medical care if a medical emergency occurs and the I 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. 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. I understand that I am responsible for the payment of medical expenses.
13. **STUDENT DISCIPLINE:** I authorize GVCC to employ such love-motivated discipline as it deems wise and expedient for my/our child in accordance with the standards the school sets for itself.
14. **PARENT CONFERENCES:** GVCC will schedule Fall and Spring parent-teacher conferences for all Preschool or Prekindergarten students. The parent, teacher, or director may request additional conferences at any time.
15. **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 individuals listed as authorized by parents. 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.
16. **FACILITY ACCESS:** Each family will be provided access to the Church/GVCC. Access will be granted for the hours the child is scheduled to attend.
17. **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.
18. **DISPUTE RESOLUTION:** Occasionally, problems arise which cannot be easily resolved. Should such a situation occur, I will notify the director who will attempt to reach a solution. If necessary, the Gateway Village Board may address the situation. Any civil dispute that cannot be resolved in discussion with the

director and GVCC Board, may be submitted to legally binding Arbitration, under the *Rules and Procedures for Christian Conciliation* (a copy of the Rules are published at www.ICCPeace.com). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue shall be in Loudoun County, Virginia and Virginia law will apply to the dispute. The prevailing party shall recover costs and reasonable attorneys' fees. I agree that these methods (that is, the appeal to Director and/or GVCC Board and legally binding Christian Arbitration under the *Rules and Procedures for Christian Conciliation*) are the sole remedies for any controversy or claim arising against GVCC relating to this agreement or my child's care with GVCC and the parties expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of the Commonwealth of Virginia.

19. **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.

20. **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's attempts to collect unpaid balances for a period of 15 days do not result in a fully paid account.

My signature (physical or electronic) 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. In the event of a dispute arising out of this agreement, I agree to submit to legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation.

Parent 1 Name (Print):		
Signature Parent 1:		Date:
Parent 2 Name (Print):		
Signature Parent 2:		Date:



Tuition & Fees 2021/2022

Tuition is a **FIXED** amount for the full term: **Preschool & Prekindergarten is Sep 8, 2021 – May 28, 2022.** Tuition is paid in ten (10) installment payments on the first business day after the following due dates:

August 1, 2021	January 1, 2021
September 1, 2021	February 1, 2022
October 1, 2021	March 1, 2022
November 1, 2021	April 1, 2022
December 1, 2021	May 1, 2022

Preschool: 3s Program: 3s Program; 9AM – 1 PM, Must be age 3 by September 30, 2021

- **5 Days/Week, Monday – Friday:** \$6,150; paid in 10 installment payments of \$615

Prekindergarten: 9 AM – 1 PM, Must be age 4 by Sep 30, 2021

- **5 Days/Week, Monday – Friday:** \$6,150; paid in 10 installment payments of \$615

First Tuition Payment: The first tuition payment is due on August 1, 2021 or within 3 calendar days of registration, whichever comes first.

Schedule Decreases: If part-time schedules become available, and I decide to decrease my child's schedule I understand that a \$150 fee will be assessed and is due upon receipt.

Early Withdrawal: If you withdraw your child any time before the official end of the term (May 28, 2022) you must notify GVCC of your intent to withdraw your child at least 30 days prior to the child's last day of attendance. Tuition fees will apply as usual during the 30-day notice period.