

Parent's Tuition/Policy Agreement

Thank you for enrolling your child/children into Christian Village Academy. We are excited that you have chosen our center, and that our open communication between parents and our staff will meet your child's age-appropriate developmental needs. After reading our tuition and policy agreement, please feel free to ask any questions or concerns you may have. Please sign all agreements and return them to Christian Village Academy.

Your child is enrolled 3 or 5 days of the week. Your tuition is _____ per week and is due on Friday of each week. **Tuition payments made on Monday after 9:00am will be late. A fee of \$20.00 will be added to the current balance due.**

Once you have filled out all application information including the medical forms, all forms and the first payment will be due on the Friday before the child/children can enter the center.

Hours/Holiday

We will be open from 6:30 am until 6:30 pm every Monday through Friday, with the exception of the following holidays: New Years Eve, New Years Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, and Day after Christmas. Full tuition will apply for the above holiday weeks.

Pick Up/Drop Off

Drop off begins at 6:30am until 12:00pm. Pick up begins at 1:00pm until 6:30pm, unless arrangements have been made. This is a school where learning takes place. **THIS IS NOT A DROP OFF CENTER OR BABY SITTING SERVICE. ANY CHILDREN BEING DROPPED OFF AFTER 12:00PM WILL NOT BE ALLOWED IN THE BUILDING.**

Late Pick Up

Parents, please make every effort to pick up your little one at the same time each day. If you will not be able to pick up your child before closing time, please make sure that we have been notified before 3:30 pm. This will allow us enough time to make any necessary arrangements.

Vacation

We require your child/children to be enrolled for at least one (1) year before vacation is granted. Please, give us a written, **two-week notice** before taking your vacation. You will receive **50%** off one week of tuition. If no notice is given that your child/children are out on vacation, the weekly charge of the full tuition fee will be expected. Anyone receiving tuition discount will not receive 50% off.

Withdrawn

We require a two-week notice in writing informing us of the date your child/children will be withdrawn. If no notice is given, the parents/guardians must still pay for the next week of your child's attendance at our center.

Photographs/Videos

Photographs of the child's participation in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission for photographs and videos will be requested.

Communicable Disease Policy

In managing communicable diseases, the children with the following signs must be kept at home or sent home if any of these symptoms occur during class:

- Temperature is over 100 degrees (accelerated)
- Skin rash other than a localized, untreated diaper rash
- Diarrhea and/or vomiting two or more times in the same day
- Severe coughing, causing children to become red or blue in the face
- Difficulty in breathing or labored, rapid breathing
- Evidence of lice infection
- Yellowish skin or eyes
- Conjunctivitis (sore, discharging eyes or ears, profuse nasal discharge)
- Untreated infected skin patches, spots, or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck or sore throat

If your child has been exposed to any contagious disease, such as whooping cough, mumps, chicken pox, diphtheria, pinworms, scarlet fever, or any kind of measles, **PLEASE** keep him/her at home and report their condition to us.

Do not bring your child/children to CVA if he/she has any of the above symptoms. If your child/children shall develop any of these symptoms, we will isolate your child/children with his/her blanket in our "Sick Room" and call you to ask if you can pick him/her up. Please come and get your child/children within an hour to take your child/children home.

We appreciate that you have entrusted us with your most precious gift. Our children are handled with kindness, patience, love, guidance, and understanding. We will do our best to provide your child with a safe and fun learning environment in which to grow at his/her own age-appropriate level.

I have read and understood the Parent Tuition/Policy Agreement. I accept and agree with the conditions as stated in the policies.

Parent Signature _____ Date _____