



Child's name _____
Class _____

2012-2013 CHLG Membership Agreement

1. I understand the CHLG policies and procedures as laid out in the Policy and Procedure Manual posted online and agree to abide by them.
2. I understand that my child will not be allowed to attend CHLG if I have not submitted the appropriate health forms and enrollment forms as stated online. (*Please note that enrollment/health forms are not required for the Rollie Pollies or Doodlebugs playgroups).
3. I understand that the following annual tuition fees apply for 2012-2013: First Grade: \$4000, Kindergarten: \$3500, Grasshoppers/Crickets/Junebugs: \$3200, Caterpillars: \$2250, Honeybees: \$1600, and Rollie Pollies and Doodlebugs: *\$350. I understand that, for teacher led classes, the monthly tuition (which is the annual amount divided by 10) is due on the first of the month and is late after the 8th. I understand that I will be charged a \$25 fee each time my payment is late. Because of monetary constraints and the fundamental cooperative nature of CHLG, if I make no effort to contact Carrie Russell, CHLG's Membership Coordinator, and/or pay the monthly tuition by the 15th of the month, my child will no longer be allowed to attend classes. (*Rollie Pollies/Doodlebugs: After a \$70 deposit, tuition of \$140 is due on 9/1/2012 and 2/1/2013).
4. My deposit of two month's tuition has been paid to retain my child's spot. In so doing, CHLG has turned away other children who have applied for this spot. This deposit will cover the last two months' tuition (May '13 and June '13). If at anytime during the year I should choose to remove my child from CHLG, my deposit will be forfeited. This means I will not be refunded any portion of my deposit, and I understand that there are NO EXCEPTIONS.
5. I understand that if at any time during the year I choose to remove my child from CHLG that I will owe \$100 per duty day if I have not served an appropriate number of duty days (prorated for the time my child was involved).
6. A member of our family (a parent or grandparent) will act as the duty parent, assisting at CHLG for the appropriate number of duty days for the 2012-2013 school year. Duty day numbers for the year are as follows: Grasshoppers (12), Crickets (12), Junebugs (14), Caterpillars (16), and Honeybees (5). (*Note: Nannies/babysitters are allowed to serve 1 of every 5 required duty days in the classroom if they speak English and have the appropriate paperwork on file).
7. I understand that it is my responsibility to sign up on the class *Yahoo!* calendar for my duty days, and that if I fail to sign up by the stated deadline that I will be randomly assigned duty days. If I fail to participate on my scheduled day, or fail to make arrangements to trade with another parent or hire an authorized substitute (sub fees are \$90/day), I understand that I will be charged \$150 per incident for the expense and time involved in finding a replacement for me.
8. I will attend the parent orientation in August or will watch the video of the orientation that will be posted online. I will sign up for both the main CHLG *Yahoo!* group as well as my child's individual class *Yahoo!* group(s). I understand that administrators and teachers use these *Yahoo!* groups to communicate important information regarding scheduling, classes, and changes and I will therefore be diligent in reading group e-mails.
9. There are four Saturday work days scheduled throughout the school year. I will participate in at least one of these work days for a minimum of three hours (9:00-Noon). I understand that if I do not fulfill this requirement I will be charged \$150.00 and may forfeit the opportunity for my child to attend CHLG in 2013-2014.
10. I will provide snacks for the week that I have been assigned according to the calendar. I will bring the snack in at 12:30pm (at pick up) on the date that I have been assigned.
11. I will sign up on the main CHLG *Yahoo!* group to serve CHLG in some volunteer capacity. I understand that my annual volunteer position will take approximately six hours of my time.

THIS DOCUMENT ONLY INTENDS TO DEFINE THE AGREEMENT BETWEEN THE SIGNING PARENT AND CAPITOL HILL LEARNING GROUP, LLC. CAPITOL HILL LEARNING GROUP AND ITS MEMBERS ARE NOT LIABLE FOR ACCIDENTAL INJURIES OR INCIDENTS OCCURRING AT THE CHURCH OR SCHOOL, ON THE CHURCH OR SCHOOL'S GROUNDS, OR DURING EXCURSIONS.

SIGNATURE _____

DATE _____

Print Name _____

PLEASE MAKE A COPY FOR YOUR RECORDS