

Child's name _____
Class Name _____
Parent Signature _____



Preschool Membership Agreement 2017-18

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 and enrollment forms as stated online (including health and background checks for adults who will be serving duty days in the classroom).
3. I understand that the following annual tuition fees apply for 2017-2018: Fireflies/Grasshoppers/Junebugs: \$4700, Caterpillars: \$3500, Honeybees: \$2000. I understand that the remaining 4/5^{ths} of the annual tuition (after the 1/5th deposit) will be divided into eight equal payments, each of which will come due on the first of the month beginning June 1, 2017 through and including January 1st, 2018, and that payments are considered late after the 8th of the month. I understand that I will be charged \$30 each time my payment is late. Because of monetary constraints and the cooperative nature of CHLG, if I make no effort to contact Sara Beth Arcara, CHLG's Admissions and Membership Director, and/or pay the monthly tuition by the 8th of the month, my child's placement may be given to a child on the waitlist, in which case I will forfeit my deposit (and may owe CHLG an additional amount based on the withdrawal schedule listed under #5 below).
4. I understand that if I apply with a deposit and am granted a placement for my child, that I am committed to paying out the annual tuition according to the schedule listed under #3, even if I choose not to send my child to CHLG (unless my circumstances fall under one of the three scenarios listed below). If I withdraw my child **for any reason other than** *1) an out of area move (greater than 20 miles from the school), 2) a medical hardship on the part of the parent or the student (as confirmed by an M.D. and approved by the director), or 3) a disciplinary dismissal by CHLG,* then I understand that I am responsible for paying out the entire annual tuition on the regular monthly schedule until such a time as CHLG is able to enroll a new student into the same classroom that my child vacated. I also understand that CHLG requires a thirty day written notice of my intention to withdraw my child, and that I will be responsible for any previously scheduled duty days or any tuition due during this thirty day period. Additionally, I understand that if I withdraw my child before completing an appropriate number of duty days (prorated for the time my child was involved at CHLG) that I will owe CHLG \$100 per prorated duty day.
5. I understand that if the withdrawal of my child falls into one of the three scenarios in italics under #4 above, that the following policies are in place. If I withdraw my child:
 - a. On or before May 31st - I will forfeit my deposit
 - b. After the June 1st payment- I will forfeit my deposit and the June payment

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- c. After the July 1st payment- I will forfeit my deposit plus the monthly payments made in June and July.
 - d. After the August 1st payment- I will forfeit my deposit plus the monthly payments made in June, July, and August.
 - e. Anytime after the September 1st payment- I will forfeit my deposit and the payments I made in June, July, August, September, and any payments made after September.
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 2017-2018 school year. Duty day numbers for the year are as follows: Fireflies (12), Grasshoppers (12), Junebugs (14), Caterpillars (10), 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 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.
8. I will attend the parent orientation in August or will read the orientation materials which will be posted online. I will maintain membership in both the main CHLG *google* group as well as my child's individual class *google* group(s) and calendar(s). I understand that administrators and teachers use these *google* groups and calendars to communicate important information regarding scheduling, class content, 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 2018-2019.
10. I will provide snacks for the week that I am assigned according to my child's class calendar.
11. I will sign up to serve CHLG in some volunteer capacity. I understand that my annual volunteer position will require approximately six hours of my time (annually), and that this is in addition to duty days and the Saturday work day requirement. If I do not complete a volunteer position I understand that I will be charged \$300.00 and may forfeit the opportunity for my child to attend CHLG in 2018-19.

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