

Child's name _____
Grade _____
Parent Email Address _____



Hybrid Academy Membership Agreement 2019-20

1. I understand that by submitting a deposit equaling 1/5 of the total annual tuition that I am committing to the acceptance of any 2019-20 Hybrid Academy placement offer from CHLG, and that this acceptance includes a commitment to paying the full annual tuition. If my child is placed I will pay the remaining tuition according to the schedule outlined in #3 of this document (beginning June 1, 2019 and ending January 1, 2020), and I understand that a future withdrawal from CHLG may not free me from this tuition obligation (see #5 and #6 below). CHLG will return my deposit if a placement is not offered.
2. I understand that my child will not be allowed to attend CHLG until I have submitted the appropriate health and enrollment forms (including health and background checks for adults who will be volunteering onsite). Additionally, I understand that my child's start date may be affected if health or enrollment forms are submitted after the deadline of August 1st.
3. I agree to the following annual tuition fees for the 2019-20 school year: Kindergarten- \$5700; primary grades (1st-4th)- \$6100, Middle School (5th-8th)- \$6250. I understand that the remaining 4/5ths of the total tuition (after the 1/5th deposit) will be divided into eight equal payments, each due on the first of the month beginning June 1, 2019 and ending January 1, 2020. I understand that payments are considered late if received after the eighth of the month, and that I will be charged a \$30 fee for each late payment. Because of monetary constraints and the cooperative nature of CHLG, if I make no effort to contact Sara Beth Arcara, Director of Admissions and Membership, 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 any tuition payments that have been made in accordance with the tuition schedule listed above.
4. In the situation that I would need to withdraw my child from CHLG I understand that the official withdrawal date will be set no earlier than 30 days forward from the date I notify CHLG. I understand that withdrawal notification must be made in writing by emailing both Martha Herndon, Head of School, and Sara Beth Arcara, Director of Admissions and Membership, and that I should expect an email response within two business days confirming a withdrawal date. If I do not receive an email with a confirmed withdrawal date I understand that I should assume my withdrawal notification was not received. Additionally, I understand that I must complete all previously scheduled volunteer tasks for 30 days forward from the date of notification (not to include school holidays).
5. I understand that there are monetary penalties for withdrawal from CHLG, and that these penalties differ depending on the reason for the withdrawal. If I withdraw my child according to one of the three withdrawal scenarios listed below I understand that I will forfeit any tuition that has been paid up to the point of notification, and that I must make any tuition payment that is due (according to the tuition schedule listed under #3) for 30 days forward from the date of notification (tuition can be prorated).
 - a. An out of area move (greater than 20 miles from the school address)
 - b. A medical hardship on the part of the parent/guardian or of the student (as confirmed by a practicing physician and approved by the Head of School).
 - c. A disciplinary dismissal by CHLG

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6. I understand that if I withdraw my child for any reason other than the three listed under #5 above, that I am responsible for paying the full annual tuition (according to the monthly payment schedule listed under #3) until CHLG is able to enroll a new student into the same classroom that my child vacated. I agree to continue making all remaining tuition payments until I am informed by CHLG that my child's vacated spot has been filled.
7. I understand that it is my responsibility to be aware of my state's homeschool requirements, including annual registration as a homeschooler, and to maintain all records as required by the state. I also understand that it is my responsibility to work with my child at home to ensure that he/she completes Hybrid Academy coursework and projects as assigned by his/her teacher.
8. I understand that the first several weeks of school are very important to my child's integration into a new classroom, as well as my introduction to new curriculum and routines for the home school portion of the Hybrid Academy program, and as such our family will avoid out of town travel during this time if at all possible. I also understand that a timely arrival to school each morning (9:00) is very important, as this aids teachers in facilitating daily lessons.
9. I understand that parents/guardians of Hybrid Academy students are responsible to complete 25 volunteer hours (annually) for the first child involved, and 5 additional hours for each subsequent child. I am aware that a portion of these hours consists of morning and afternoon responsibilities on days I schedule in the Hybrid Academy calendar (ie: photocopying/general teacher assistance on certain mornings, and clean up on certain afternoons after school). I also understand that our family will be responsible for completing one of four Saturday work days during the school year as a part of our volunteer responsibility.
10. I understand that it is my responsibility to sign up for any additional volunteer hours needed (in addition to the set things listed under #9 above) on the appropriate calendar or spreadsheet, and that at the conclusion of the school year parents who have a deficit of volunteer hours will be charged \$30 for each volunteer hour they lack.
11. I will make it a priority to attend the parent orientation session in August (Tuesday, September 3rd at 7:00pm). I also understand that the Hybrid Academy Curriculum Workshop (to be held during the school day on Friday, September 6th) is a mandatory event for the parent/guardian who facilitates the majority of the homeschool lessons.
12. I will maintain membership in the main CHLG *Google* group, the Hybrid Academy *Google* group and calendar, as well as my child(ren)'s individual class *Google* group(s). I understand that administrators and teachers use these *Google* calendars and groups to track volunteer hours and to communicate important information regarding class content, assignments, scheduling and changes, and I will therefore be diligent in reading group e-mails and in following through as necessary based on the information communicated.

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