

Child's name _____
Class Name _____
Parent Email Address _____



Preschool 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 Preschool 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 serving duty days in the classroom). 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: Fireflies/Grasshoppers/Junebugs - \$4950; Caterpillars - \$3,700; Honeybees - \$2,100. 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 a 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 duty days and volunteer tasks for 30 days forward from the date of notification (not to include school holidays). Lastly, 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 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

Child's name _____
Class Name _____
Parent Email Address _____

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. A member of our family (a parent or grandparent) will act as the duty parent, assisting at CHLG for the required number of duty days for the 2019-2020 school year. Duty day numbers for the year are as follows: Fireflies (12), Grasshoppers (12), Junebugs (12), 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).*
8. 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.
9. I understand that the first several weeks of school are very important to my child's integration into a new classroom and as such our family will avoid out of town travel during the first several weeks of September if at all possible.
10. I will make it a priority to attend the parent orientation session in August. 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.
11. I understand that 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 2020-2021.
12. I will provide snacks for the week that I am assigned according to my child's class calendar.
13. I will serve CHLG by completing a Volunteer Position. I understand that my annual Volunteer Position will require approximately six hours of my time, 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 2020-21.

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