Capitol Hill Learning Group

2026-27 Membership Agreement for Kindergarten through 8th Grade Families

Family and Child(ren)'s Name(s):_____

Parent/Guardian E-mail Address:_____

1. I understand that by submitting a deposit (1/5th of the total tuition) with my application, that I am committing to the acceptance of any 2026-27 placement subsequently awarded by CHLG, and that this acceptance includes a commitment to payment of the full annual tuition. If my child is placed, I will pay the remaining tuition according to the schedule outlined under #3 below. I understand that a future withdrawal from CHLG may not free me from this tuition obligation, and that additional information about this is outlined in #s 4, 5 and 6 below. CHLG will return my deposit if unable to offer a placement.

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 forms 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 August 1, 2026 due date.

3. I agree to the following annual tuition fees for the 2026-27 school year: $7320 annually ($732 per month) for Kindergarten; $7,730 annually ($773 per month) for 1st-4th; and $9480 annually ($948 per month) for 5th-8th. I understand that the remaining tuition (after the 1/5th deposit) will be divided into eight equal payments, each due on the first of the month beginning June 1, 2026 and ending January 1, 2027. I will register for tuition payments using CHLG's online tuition management system as directed by Sara Beth Arcara, CHLG's Director of Admissions and Parent Engagement. CHLG will assess a $30 fee for each failure to collect a payment. If I fail to register for online tuition payments or otherwise disrupt payment of tuition without notifying Sara Beth Arcara regarding any issues surrounding my tuition payment, 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 referenced above.

4. I understand that if I withdraw my child for any reason other than those outlined in #5 below, 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. I understand that, due to a need to keep a reasonable balance of boys to girls in each classroom, that the spot that my child vacated may require the placement of a student of the same sex.

5. I understand that there are monetary penalties for a withdrawal from CHLG, and that these penalties differ depending on the reason for withdrawal. If I withdraw my child according to one of the three scenarios listed

below, I understand that I will forfeit all tuition payments that have come due up to the point of the date of withdrawal (according to the regular monthly payment schedule laid out in #3 above). I also understand that if I do not inform CHLG of the withdrawal at least 30 days prior to the stated withdrawal date, that I must make any tuition payment that comes due for 30 days forward from the date of withdrawal notification, even if my child is no longer learning at CHLG during this time. The three scenarios are:

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 the student (as confirmed by a practicing physician and approved by the Head of School) or
C. a disciplinary dismissal by CHLG

6. Should I need to withdraw my child from CHLG, I understand that the withdrawal date cannot be set less than 30 days from the time I notify CHLG. Withdrawal notification must be made in writing through our school management system (ClassReach) messaging to both Martha Herndon, Head of School, and Sara Beth Arcara, Director of Admissions and Parent Engagement. Confirmation of receipt of such notification will be a written reply from a CHLG administrator within two business days confirming the withdrawal date.

7. I have read CHLG's Doctrinal and Positional Statements as posted on the CHLG website and I a) understand that CHLG stands firmly upon the historical truth claims and moral foundations of Biblical Christianity and b) can confirm that at least one parent or guardian can, in good conscience, sign this document in keeping with his/her sincerely held religious beliefs. Additionally, if only one parent/guardian can sign as such, I understand that the non-signing parent/guardian must have a clear willingness for the student to be taught based on these principles.

8. 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 and monitor my child at home to ensure that he or she completes and returns the coursework and projects as assigned by CHLG teachers.

9. I understand that the week prior to the start of school and the first several weeks of school are very important to my child's integration into the classroom and my introduction to new curriculum and routines for the satellite classroom. As such, our family will reasonably avoid out-of-town travel during the first several weeks of school. I also understand that a timely arrival to school each morning (by 8:45am for Middle School and 9am for Lower School) is very important, as this aids teachers in facilitating daily lessons.

10. I understand that University-Model® schooling requires a great deal of organization and collaboration between parents and teachers, and as such, if my child is accepted, I will make it a priority to attend all events listed below that pertain to my family:

- ***For 5th-8th grade families who are NEW to CHLG's Middle School:***
  Middle School Parent Orientation (parents/guardians only): Thursday, September 3rd, 7pm. This event is for parents/guardians who are first-timers to CHLG's Middle School Program. Both parents/guardians are welcome to attend, but it is mandatory for the parent/guardian who plans to facilitate the majority of the satellite classroom lessons/organization.

- ***For All 5th-8th Families:***
  Syllabus and Classroom Overviews, Tuesday, September 8th, 8:45am-2:00pm. The first day of school, Tuesday, September 8th, is a full school day for both the student AND the parent/guardian who will be facilitating the majority of the satellite classroom lessons / organization. Please arrange childcare for your

toddlers or preschool aged children (CHLG's preschool classes do not begin until Thursday, September 10th) and/or any lower school children who are not enrolled at CHLG.

- ***For <u>All</u> K-4th Grade Families***
  Lower School Parent Orientation (parents/guardians only): <u>Thursday, September 10th, 7PM</u>.
- ***For families who are <u>NEW</u> to CHLG's Lower School (K-4th) program***
  Lower School Curriculum Workshop: <u>Friday, September 11th, from 9:00am-12:45pm.</u> This is a mandatory event for parents/guardians who are <u>new</u> to the CHLG Lower School (K-4th) program. Both parents/guardians are welcome to attend, but it is mandatory for the parent/guardian who plans to facilitate the majority of the satellite classroom lessons/organization. Please arrange your own childcare for any children who are not enrolled at CHLG.

11. I understand that parents and guardians of Kindergarten through 8th grade students are responsible to complete 20 volunteer hours (annually). I am aware that a portion of these hours consists of morning and afternoon duties which I schedule in a CHLG google calendar. These include photocopying and general teacher assistance in the mornings and cleanup in the afternoons. I also understand that our family will be responsible for completing one of four Saturday workdays during the school year as part of our volunteer responsibility. I understand that additional volunteer hours will be served through other projects as offered and approved by the school. I also understand that I will be charged $150 for failing to complete a Saturday workday, $50 for missing a morning teacher assist day or an afternoon cleaning day, and $30/hour for all other volunteer hours our family lacks at the end of the school year.

12. I will maintain membership in CHLG's school management system, ClassReach. I understand that administrators and teachers use ClassReach to communicate important information regarding scheduling, class content, assignments, and upcoming events, and I will therefore be diligent in regularly reading ClassReach messages and responding as necessary.

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 during school, on the school grounds, or during excursions.

Parent Signature:_____ Date:_____

Print Name:_____

Please keep a copy of this document for your personal records.