Capitol Hill Learning Group

2026-2027 Membership Agreement for Preschool 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 pay 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 serving duty days in the classroom), and until I have signed up for our families' first semester duty days and our volunteer position. 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: $4950 annually ($495 per month) for two-day a week classes and $6,600 annually ($660 per month) for three-day a week classes. 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 payments or otherwise disrupt payment of my tuition without notifying Sara Beth Arcara regarding any issues surrounding 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 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 date of withdrawal, that I must make any tuition payment that is 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. Additionally, I understand that I must complete all previously scheduled duty days and volunteer tasks up until the approved withdrawal date. 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 be charged $100 per prorated duty day.

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 as being 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. An adult member of our family will act as the classroom assistant, assisting at CHLG for the required number of duty days for the 2026-27 school year. Parents/Guardians or other adult family members serve 10 duty days per year for the two-day a week classes and 12 duty days for the three-day a week classes. *Note: a) Nannies and babysitters are allowed to serve one of every five required duty days in the classroom if they speak English and have the appropriate paperwork on file, b) You must arrange your own childcare on your duty days for any children who are not involved at CHLG, as siblings (regardless of age) may not accompany adult family members who are serving duty in the classroom.

9. I understand that it is my responsibility to use the class Google calendar to claim duty days, and that if I fail to sign up by the stated deadline that CHLG will assign duty days to me. If I cannot participate on my scheduled duty day and I fail to arrange a trade with another parent or to hire an authorized substitute at the rate of $90/day, I understand that CHLG will charge me $150 per incident for the expense, time, and trouble involved in finding a replacement.

10. 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 reasonably avoid out-of-town travel during the first several weeks of school.

11. I will prioritize attendance at the Preschool Parent Orientation, to be held on Tuesday, September 1st at 7pm. Additionally, I will maintain membership in ClassReach, the school management tool that CHLG uses to communicate important information regarding scheduling, class content, and upcoming events, and will be diligent in regularly reading ClassReach messages and responding as needed.

12. I understand that there are four Saturday workdays scheduled throughout the school year. I will participate in at least one of these workdays for a minimum of three hours (8:30 until 11:30). If I do not fulfill this requirement, CHLG will charge me $150 and I may forfeit the opportunity for my child to attend CHLG in future years.

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 workday requirement. If I do not complete my Volunteer Position, I understand that CHLG will charge me $300 and that I may forfeit the opportunity for my child to attend CHLG in future years.

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 school, on the school grounds, or during excursions.

Parent/Guardian Signature:_____ Date:_____

Print Name:_____

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