



## Capitol Hill Learning Group

### 2024-25 Membership Agreement for Kindergarten through 8<sup>th</sup> Grade Families

Family and Child(ren)'s Name(s): \_\_\_\_\_

Parent 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 2024-25 placement subsequently awarded by 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 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, 2024 due date.

3. I agree to the following annual tuition fees for the 2024-25 school year: \$6,900 annually (\$690 per month) for Kindergarten; \$7,250 annually (\$725 per month) for 1st-4th; and \$8,950 annually (\$895 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, 2024 and ending January 1, 2025. 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 any tuition that has been paid up to the point of notification, and that I must make any tuition payment that is due for 30 days forward from the date of notification (tuition will be prorated where applicable). 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 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 response 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 as being in keeping with his/her personal beliefs. Additionally, if only one parent/guardian can sign as such, the non-signing parent/guardian has 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 a new classroom and my introduction to new curriculum and routines for the satellite classroom. As such, our family will avoid out-of-town travel during the last week of August and the first several weeks of September (where possible). 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 All K-4<sup>th</sup> Grade Families**  
Lower School Parent Orientation (parents/guardians only): Thursday, September 5<sup>th</sup>, 7PM.

- **For families who are NEW to CHLG's Lower School (K-4<sup>th</sup>) program**  
Lower School Curriculum Workshop: Friday, September 6<sup>th</sup>, from 9:00am-1:00pm. This is a mandatory event for parents/guardians who are new to the CHLG Lower School (K-4<sup>th</sup>) 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 childcare for any children who are not enrolled at CHLG.
- **For 5<sup>th</sup>-8<sup>th</sup> grade families who are NEW to CHLG's Middle School:**  
Middle School Parent Orientation (parents/guardians only): Thursday, August 29<sup>th</sup>, 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 5<sup>th</sup>-8<sup>th</sup> Families:**  
Syllabus and Classroom Overviews, Tuesday, September 3<sup>rd</sup>, 8:45am-2:00pm. The first day of school, Tuesday, September 3<sup>rd</sup>, 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 any children who are not enrolled at CHLG.

11. I understand that parents and guardians of Kindergarten through 8<sup>th</sup> 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 the school calendar. These include photocopying and general teacher assistance and afternoon cleanup. 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 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.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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