



Enrollment Contract 2023-2024

I/We acknowledge that the 2023-2024 Parent Handbook of the St. Johns Cathedral School and Early Learning Center ("School") must be accessed and read through the School's website. I/We further acknowledge and understand that the School intends and endeavors to be operated in accordance with all the policies and procedures set forth in the Handbook (including and without limitation the financial obligations set forth in the Parent Handbook).

I/We understand that the following requirements need to be complied with in order to maintain my/our child(ren) in the School. As a parent(s) of a student at the School and in order to support the School and enhance my/our child's educational growth, I/we agree to:

- ❖ Attend any conferences scheduled with any member of the School staff, to initiate conferences through the administration as needed to address individual concerns for my/our child's education and welfare, and to respond to teachers upon their request.
If a parent conference is requested based on developmental or behavioral concerns, and the parent does not abide by the request, the Head of School reserves the right to immediately terminate the student or prohibit the student from returning in the new school year.
- ❖ Check my/our child's classroom folder/cubby each day and **review its contents** as well as the information posted on the parent boards.
- ❖ Read and respond, as appropriate, to all communication sent home by the School on a daily basis and to be attentive to information sent by teachers on academic topics and themes to be introduced and studied in the classroom as well as requests for personal items such as clothing, diapers, wipes, etc.
- ❖ Adhere to all policies and procedures and, if applicable, the Voluntary Pre-K 4 Policies, outlined in the 2023-2024 Parent Handbook.
- ❖ It is required that by 9:00am the office (not the classroom teacher) be notified by phone or by using the Brightwheel App if a student will be tardy (coming in after 9:00am) or absent. Please do not text teachers - the front office must be notified. Students not in by 9:00am will be considered absent if the front office has not been notified otherwise.

I/we have delivered all of the following documents, as requested in the 2023-2024 Welcome Package for my/our child, to the School and I/we agree to provide updated information to maintain our child's enrollment as a student at the School for the 2023-2024 school year:

- ❖ Signed, dated and completed 2023-2024 Enrollment Form
- ❖ Signed and dated 2023-2024 Enrollment Contract
- ❖ Signed and dated 2023-2024 Parent Handbook Form
- ❖ Signed and dated General Medication Release form with known allergies listed
- ❖ Signed and dated Photo Release Form
- ❖ VPK Certificate - unless already provided to TCS
- ❖ VPK Attendance Form (if applicable)

In making application for my/our child, it is my/our desire to have him/her complete the 2023-2024 school year. I understand that I have the option of enrolling my/our child for one of the following schedules:

___ Plan A (**Traditional School Year**) My/our child will attend School from August 21, 2023 or start date: _____
through Friday, June 28, 2024.

___ Plan B (**Full Year**) My/our child will attend School year from August 21, 2023 or start date: _____
through Thursday, August 8, 2024.

Choosing one of the above plans allows us to evaluate and prepare for our classroom and staffing needs. The above two options are the **only** choices. Should your needs change and you do not fulfill the plan chosen above, **a \$500 fee will be assessed as a penalty per student.** If the student is being permanently withdrawn from the school, a two-week written notice is required **AND a \$500 fee will be assessed as a penalty per student** for breaching this contract.

I/We acknowledge that it is the intention and goal of the School to provide a safe and loving full-day program for our students. I/We further understand that disruptive behavior resulting in excessive and redundant discipline will be grounds for dismissal of the student.

I/We acknowledge that all students are required to be fully potty-trained by the time they begin Pre-K 3 (they are 3 years old by September 1 of that particular calendar year). Parents are expected to work with the classroom teachers on consistency at home and successful, complete potty-training by the start of Pre-K 3 of a new school year.

I/We further understand that any student not fully potty-trained by the start of Pre-K 3 for that particular school year will be dismissed.

I/We acknowledge receipt of the 2023-2024 Tuition Schedule included in the Welcome Package. I/We understand that the tuition may change during the school year, based upon changes in my/our child's age, classroom placement and, if applicable, the Voluntary Pre-K 4 Policy.

I/We acknowledge that tuition is based on 50 weeks and I/we are obligated to pay tuition based on the plan chosen above. I/We further understand that I/we are not obligated to pay tuition for the weeks of December 18 and 25, 2023 (Christmas break) or the week of August 12, 2024 (pre-planning week).

I/We understand that there are **no free or vacation weeks** and full tuition is paid regardless of the amount of time my/our child is absent, except for the weeks of Christmas vacation in December 2023 and pre-planning in August 2024.

I/We understand that a supply fee of **\$60** per student is due per quarter as outlined in the 2023-2024 Tuition Schedule included in the Welcome Package.

I/We understand that tuition is due on the **Wednesday** prior to the two weeks being paid for and in accordance with the 2023-2024 Tuition Schedule included in the Welcome Package. **I/We further understand that all tuition and fees are auto-paid in the Brightwheel app.** Any failed auto-payments, will result in a 10% late fee being assessed.

I/We understand that a late pick-up fee of \$5 per minute per child will be assessed beginning at 5:30 p.m. I/We further understand that the late fee will be paid through the Brightwheel app.

I/We understand that on the fifth occurrence of a late pick-up, the school reserves the right to dismiss the student effective immediately. I/We understand that should this occur, we forfeit any paid tuition for remaining days in the current tuition cycle.

I/We understand that if I/we do not fulfill my/our contractual and good faith obligations to the School, my/our child may be dismissed from the School. I/We understand that should this occur, we forfeit any paid tuition for remaining days in the current tuition cycle.

I/We understand that this signed and dated Enrollment Contract, along with all other documents needing to be read, signed and dated, as requested in the Welcome Package, must be returned to the School Administration by the date provided by our Director, Marlo Hunt for my/our child to be enrolled for the 2023-2024 school year.

I/We understand that current, unexpired immunization record Form DH680 (blue or white form) and a school entry health record Form DH3040 (yellow form) must be on file for my/our child or the student may not remain enrolled beyond thirty (30) days after their initial enrollment date.

I/We understand that it is my/our responsibility to ensure the school has unexpired health records on file for my/our child to remain enrolled or attend.

I/We understand that expired health records for my/our child will result in the immediate dismissal of my/our child until all updated forms are received.

I/We hereby release and hold harmless the School, its employees, agents, and the Board of Trustees and the Vestry of St. Johns Cathedral from any and all claims, demands, and/or assertions for damages or liabilities arising from any loss, damage, and/or injury to my/our child while at School or during any School activity. This release specifically includes any and all claims asserting negligence against the School, its employees, agents and the Board of Trustees and the Vestry of St. Johns Cathedral.

Child's Name, please print

Parent / Guardian Signature

Please Print Name _____

Date _____

Parent / Guardian Signature

Please Print Name _____

Date _____