

Please read the following agreement thoroughly before signing.

Registration Fee

I agree to pay a one-time, *non-refundable*, \$125 per family registration fee to enroll my child(ren).

Tuition

I agree to pay monthly tuition on or before the last day of each month for the month following. I understand that a late fee of \$50 will post if tuition is received anytime between the 1st and 5th day of the month. If my account remains past due after the 6th day of the month, I understand that The Cedarhouse School reserves the right to terminate my child's enrollment at the school.

New Child Enrollment Deposit

I agree to pay a one-time, *non-refundable* tuition deposit equal to \$500 for a full time space that is being held for my child or \$250 for a part time space. I understand the deposit will appear as a credit on my invoice upon starting at Cedarhouse.

Annual Re-Registration Deposit

I agree to pay a *non-refundable* deposit of \$100 at the end of every April (posted on my May invoice) to guarantee that my child(ren) will continue to be enrolled at Cedarhouse the following school year starting in September. I understand that the \$100 paid will appear as a credit on my statement the following September. This prepaid tuition will be used to guarantee my child a space for the upcoming school year and is *non-refundable* if I withdraw my child before September.

Insufficient Funds

I agree to pay \$35 for any check that is returned for insufficient funds.

Multiple Child Discount

I understand that if I enroll two or more of my children in The Cedarhouse School, I will pay the full rate for the highest tuition and receive a 10% discount off of the other child(ren)'s tuition.

Late Pick Up Fee

I understand the hours of operation for my child(ren)'s program are:

- Full day – 7:00am to 6:15pm
- Oaks class (part-day pre-kindergarten) – 9:30am to 3pm

I agree to pick up my child on or before the end time. I agree to pay a \$25 late pick up fee per child for pick-ups up to 15 minutes past the end time and for \$10 per minute per child for any time over 15 minutes late. This fee will be billed to me on my next month's statement.

Summer Program Fee

I agree to pay an annual, *non-refundable* \$110 summer program fee if my child is enrolled in any 5 or 4-day program or a \$80 fee if my child is enrolled in any 2- or 3-day program by the last day of February of each year. I understand that if my initial enrollment occurs during the months of June through August the fee will be prorated on a monthly basis. (Children in the Wee Willows, Precious Pines, Sensational Cedars, and Outstanding Oaks classrooms are exempt from this fee.)

Additional Days & Hours (Preschool)

I understand that if my child is enrolled in a part week program at The Cedarhouse School, I may exchange up to four days of his/her schedule each year at no additional charge, providing there is space available on the day(s) requested. (Space availability is left to the discretion of management.) For each additional full- or half-day added to



Policy Agreement & Fee Schedule

his/her schedule, I agree to pay a per day fee which will equal a prorated daily fee of \$82/day for infants and toddlers, \$75/day for all children in the Elms class and older.

Additional Days & Hours (Before and After School Program)

I agree to pay an additional Full Day Fee of \$25 per day for any time that my child attends between the hours of 9am – 3:45pm as a result of a scheduled or unscheduled Chesterfield County full day school closing.

Closings

I understand that The Cedarhouse School will be closed on the following days for the 2019-2020 school year:

- Monday, September 2, 2019 in observation of Labor Day
- Thursday & Friday, November 28 & 29, 2019 in observation of Thanksgiving
- Tuesday, December 24, 2019 CH **will close early** (4pm) for Christmas Eve
- Wednesday and Thursday, December 25 & 26, 2019 in observation of Christmas
- Tuesday, December 31st, 2019 CH **will close early** (5pm) for New Year's Eve
- Wednesday, January 1, 2020 in observation of New Year's Day
- Monday, February 17, 2020 Teacher Workday (President's Day)
- Friday, April 10, 2020 for Spring Break
- Monday, May 25, 2020 in observation of Memorial Day
- Friday, July 3, 2020 in observation of Independence Day
- Friday, September 4, 2020 Teacher Workday

Additional Closing for the Outstanding Oaks Program Only (part-day Junior Kindergarten)

I understand that the half-day junior kindergarten program will follow the Chesterfield County school calendar (holidays and teacher work days) and weather-related closing schedule. If Chesterfield County has a delayed opening or a scheduled early release day, the Junior Kindergarten program will also have a delayed opening or early release. If Chesterfield County has an unscheduled early release (usually due to weather), I will be required to pick up my child one half hour before the time announced. I understand that tuition will be prorated for the months of November (Thanksgiving), December (winter break), April (spring break), and June (end of year). A credit of \$20/day will be applied for any month with more than 2 weather related closings. Important CCPS dates*:

- Tuesday, September 3, 2019 start of school year
- Friday, October 11, 2019 early release day
- Tuesday, November 5, 2019 CCPS closed, no Oaks class
- Monday through Friday November 25 - 29, 2019 Thanksgiving break
- Monday, December 23, 2019 through Friday, January 3, 2020 winter break
- Monday, January 20, 2020, CCPS closed, no Oaks class
- Friday, January 31, 2020 early release day
- Friday, February 14th, 2020 early release day
- Friday, March 13th early release day
- Friday, April 3, 2020 early release day
- Monday, April 6 through Monday, April 13- spring break
- Thursday, June 11, 2020 early release day
- Friday, June 12, 2020 last day of school year, early release day

*dates are subject to change; Cedarhouse will change as needed to follow the CCPS schedule

Vacation & Absences

I understand that, while my child is enrolled, I will earn 2 vacation credits per calendar year. One vacation credit is equal to 10% off of my monthly tuition bill and can only be used if my child is out for a continuous 5-day period. I agree to notify the director of my intention to use the credit at least two weeks before the first day of the month in



Policy Agreement & Fee Schedule

which I intend to use the credit in order to receive the discount in the month in which the vacation week(s) was taken. Excluding the vacation credit, I understand that my tuition is *non-refundable* when my child is absent for any reason including illness.

Withdrawal

I agree to provide 2 weeks written withdrawal notice from the program and I understand that I owe 2 weeks' worth of tuition from the day I submit this notice.

Solicitation or Hiring of Employees

I understand that I may not solicit for employment or hire an employee of The Cedarhouse School (outside of the occasional babysitting service) if any of the following are true:

- The individual is currently employed by the School
- The individual has been employed by the School within the past 3 months
- While my child is enrolled in the School

I understand that I am bound by this clause of The Cedarhouse School's Policy Agreement & Fee Schedule for three months after my child has left the program. Further, I agree that if I breach these conditions, I will pay The Cedarhouse School a finder's fee of \$2,000 and any attorney's fees or expenses incurred in collecting this fee.

I have reviewed specifically each of the sections of this agreement and agree to comply with all of the provisions thereof. I understand that The Cedarhouse School, at its sole discretion and for any reason, may cancel or suspend my child's enrollment. I also understand that these guidelines, terms and conditions may change periodically.

Print Parent Name

Signature

Date

Print Parent Name

Signature

Date