

HOPE Preschool
Registration Agreement

(Form 2)

We have reserved a place for your child, _____, for the school year beginning September 11, 2023. Enrollment is for the 2023 - 2024 school year, September - May.

Please read the following preschool policies and procedures. Sign below to acknowledge receipt and understanding:

- **All Enrollment Forms must be on file by August 1, 2023.** Your child's physical must be performed no more than 12 months prior to the first day of the school year, September 11, 2023.
- Payment and Fee Policies:
 - The HOPE Preschool registration fee is non-refundable.
 - **Payments are due on the 1st of every month. (9 consecutive payments – 8/1/23 – 4/1/24)** A 10 day grace period is given before a \$30 late fee is applied.
 - The first payment is due on August 1st, 2023 and pays for time & materials needed to prepare for the beginning of the school year. For this reason, **the August 1st payment is not refundable and may not be applied to any future month's payment.** (Please refer to Page 2 for the 2023 – 2024 Payment Schedule.)
 - A payment will be due on May 1st for all families whose first payment is made on or after September 1st.
 - HOPE Preschool must meet its financial obligations regardless of attendance of an individual child. Therefore, there will be no refunds for absences.
 - Any check or ACH payment returned for any reason, including user cancellation, insufficient funds, etc., will be charged a \$35 bank fee.
 - We reserve the right to charge a tardiness fee per student for families who are late at dismissal time. (Late is defined as 15 minutes or more after class dismissal time.)
 - All accounts must be paid up to date in order for a child to participate in any enrichment opportunities.
 - All accounts must be paid up to date in order to register a child (student or sibling) for future school years.
 - Unpaid balances; including monthly payments, late fees, late pick-up fees, and returned check fees; must be paid within 30 days of assessment in order to avoid incurring additional late fees.
 - Your child may be removed from our program if payments are not made in a timely manner or if outstanding balances are not satisfied.
 - In the event of an unforeseen school closure, a decision regarding payments and/or refunds will be left up to the discretion of HOPE Preschool's Director.
 - All children attending HOPE must be potty-trained and able to independently use the restroom by August 1st.
- Children exhibiting the following symptoms must be kept at home: fever, pink eye, diarrhea, lice, or vomiting **in the previous 24 hour period.** If your child is sent home from school with any of these symptoms, they must remain out of school for at least one additional school day. In the case of fever, they must remain out of school until fever free for at least 24 hours without fever-reducing medication. Children too sick to participate in the full program, including outside play, need to be kept at home. **If a student tests positive for COVID-19, we **must** be notified so that we are able to follow the guidelines of the Loudoun County Health Department.*
- Children who have **ANY** food allergies to **ANY** degree, or a dietary restriction requiring a special diet, are required to provide their own snack on a daily basis.
- Children who have a doctor prescribed EpiPen Jr./Auvi-Q **MUST** have a current EpiPen Jr./Auvi-Q at school at all times while in attendance. Children participating in enrichment opportunities must provide a second current EpiPen Jr./Auvi-Q. Expiration dates will be closely monitored.
- Families must fill out an Early Withdrawal Form (available in the office) 30 days in advance of withdrawing a child prior to the end of the school year. A \$100.00 early withdrawal/administrative fee for regular class sessions and a \$50.00 early withdrawal/administrative fee for Language and Literature classes is due with the form to release you from your remaining monthly financial obligations. (Please refer to Page 2 for the 2023 – 2024 Payment Schedule.)

Signature of Financially Responsible Party

Date

**HOPE Preschool
2023 – 2024 Payment Schedule**

	PAYMENT DUE DATE	ATTENDANCE	EARLY WITHDRAWAL NOTIFICATION +\$100 FEE PAYMENT	LAST PAYMENT AND LAST MONTH OF ATTENDANCE
1	August 1st	Conferences & Preparation for School Start		
2	September 1st	September	September	October
3	October 1st	October	October	November
4	November 1st	November	November	December
5	December 1st	December	December	January
6	January 1st	January	January	February
7	February 1st	February	February	March
8	March 1st	March	March	April
9	April 1st	April	April	May
	No Payment	May		