



Bible Church Preschool (BCP)
2018-2019
Family Contract

Dear Parents,

Please read this and all other information carefully. This Family Contract represents your commitment to Bible Church Preschool.

Please sign and return the Family Contract with your completed Registration Packet.

Special note to parents:

BCP budgets with the expectation of full enrollment, and our budget comes from your payment.

We are committed to pay our staff on the basis of your commitment to pay tuition.

*Please understand **that the Teachers' salaries are calculated on and dependent upon a full roster of paying families.***

*A child is considered enrolled in BCP when a signed contract is submitted and/or Registration Fees are paid. This payment is due at the time of Registration each year and is non-refundable, even if the student withdraws from the program before or during the school year. In case of a withdrawal, the preschool will conduct a due and diligent search to find another student to fill the space. **If a qualified student cannot be found to replace the withdrawn student, then in addition to forfeiting the entire deposit, the Contract will remain in effect until a qualified student is found.***

Once your child is enrolled, the payment of tuition is a contractual obligation.

If you withdraw your child, you must pay the balance of the tuition as it becomes due until we are able to fill your child's spot with a child on the waiting list, which we will do as quickly as possible.

However, if we are unable to fill your child's spot from the waiting list, you must pay the entire balance of the tuition as it becomes due for the entire remainder of the year.

Please keep in mind that each family who is offered a spot has 48 hours to decide if they would like a spot and one week to submit their completed forms and fees.

As always, please let me know if you have any questions or concerns.

Kindly,

Rosemary Wellons
Director, Bible Church Preschool
(919) 408-0310 ext. # 114
preschool@biblechurch.org



Bible Church Preschool (BCP)
2018-2019
Family Contract

I agree and understand that with regard to:

Forms

1. I will submit all required online forms the BCP Director before my child attends his/her first day of class:
 - Family Contract
 - Registration Form
 - Permission Form (Photography and Outdoor Activities)
 - Parent Volunteer Form
 - Home Language Form
 - Automatic Bank Draft Authorization Form with voided check attached
 - I will pay my **child's** non -refundable Annual Supply Fee and the non-refundable Advance Tuition payment for the month of May 2016, as well as the non-refundable Registration Fee.
2. Within one month of enrollment, I will submit:
 - Health Form, completed on both sides by my **child's doctor**
 - A copy of my **child's immunization records**.

Fees and tuition

3. The Annual Supply Fee cannot be pro-rated and is non-refundable:
 - \$ 110 for **Orange Monkeys** 2-day Twos (M/W)
 - \$50 additional for optional Tuesday enrollment
 - \$ 160 for **Yellow Ducks** 3-day Threes
 - \$ 160 for **Green Frogs** 3-day Threes
 - \$ 160 for **Blue Dolphins** 3-day Fours
 - \$ 210 for **Purple Owls** 4-day Fours
4. Upon Registration I will forward
 - the non-refundable Annual Supply Fee and
 - the non-refundable Advance May Tuition (for May 2019) **equal to one (1) month's tuition**, with the understanding that this amount will be credited as prepayment for May 2019.
 - the non-refundable \$55 Registration Fee

Important Information

5. Upon Registration, I will submit either
 - A completed credit card form.
6. Drafts will be processed on the 15th of each month or the first business day after the 15th if the 15th is a bank holiday. Payments will be credited to the Bible Church Preschool tuition account and will appear on my BCP statement, which are provided annually, usually in the month of January for tax purposes.

7. The remaining monthly tuition per child will be will be paid over 8 months September through April.
8. Tuition is due on the fifteenth day of the month and is considered delinquent by the sixteenth day of the month.
9. I will meet monthly tuition payments whether or not my child attends every scheduled day of class. I understand that no tuition reductions or refunds are made for holidays, absences, or school closings.
10. I understand that because Chapel Hill Bible Church is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) it is not required to supply its TIN. Instead, BCP will provide a copy of a W-10 Form "Dependent care provider's identification and certification" with the completed name and address lines and to write "Tax-Exempt" in the space for the TIN.

Tuition Payment Options

11. In order to continue to receive bookkeeping support from the CHBC staff, all monthly tuition payments (from September to April) will be paid via CREDIT CARD.
12. If I prefer not to use credit card payments, I have the option of writing one check for the full annual tuition. BCP does not accept semiannual/biannual payments.

Withdrawal Notice and Fee

13. My child will be registered for the full academic year, as indicated in the Parent Handbook (early September – mid May).
14. My child is considered enrolled in the Bible Church Preschool when a signed contract is submitted and/or Registration Fees are paid.
15. The Registration Fee, Annual Supply Fee, and Advance May Tuition are non-refundable, even if my child withdraws from the program before or during the school year.
16. In case of a withdrawal, the preschool will conduct a due and diligent search to find another student to fill the space.
17. If a qualified student cannot be found to replace the withdrawn student, then in addition to forfeiting the entire deposit, the Contract will remain in effect until a qualified student is found and enrolled (when a signed contract is submitted and/or Registration Fees are paid).
18. A two-week written notice is required when a child leaves BCP for the academic year or permanently.
19. I am responsible for tuition through the end of the school year, unless a replacement is found.
20. BCP may not give a tax contribution receipt for forfeited tuition.
21. Monthly Tuition, Registration Fees, and Supply Fees are not prorated if my child is withdrawn early or enrolls late.
22. Tuition may not be pro-rated. I will be charged the full monthly tuition if my child is enrolled for any period of time on any given calendar month. I may not pay partial monthly tuition.

Pick up

23. Pick up time is at 12:00 noon. If I arrive after 12:05 according to the classroom clock I must complete an Late Pick up Form and pay Bible Church Preschool \$5 for every 10 minutes that I am late so Staff may be compensated for staying later than their expected hours. As a courtesy, for the first time I am late, I will be given a coupon for one free late pick-up as unexpected delays happen to everyone. The one-time coupon is good for \$5 (up to 10 minutes). After that, I must pay the fee.

Carpooling

24. BCP encourages carpooling for families who would like to share transportation. If carpooling, I will pick up all the children in my carpool from each classroom by noon, which means picking up some children a couple of minutes early. If I am carpooling and am late, I will be charged for all children picked up late.

Parent's requirement as "on call" substitutes for \$30 tuition credit

25. Bible Church Preschool requires me to be "on call" as a substitute the following number of times during each school year.

<u>If my child is in the</u>	<u>then, # dates assigned</u>
2-day Orange Monkeys	3
Orange Monkey	4
Yellow Ducks	4
Green Frogs	4
Blue Dolphins	5
Purple Owls	6

(It has been likened to being a doctor "on call" where you need to be available just in case and you must check in at the hospital to see if you are needed that day.)

26. On my assigned dates, I am required to find the Director to make sure that there is a Lead Teacher and an Assistant Teacher in each class.
27. There may be a need for me to substitute in an age group **other than my child's class**. Therefore I may be asked to substitute in a class that is not my **child's class**.
28. I will serve as a substitute in the event that one of the teachers is absent.
29. If an assigned date does not suit me, I will either switch dates with another parent or call a parent from the **grey BCP "List of Parents Willing to Work Extra Times for \$30 Tuition Credit."** BCP needs to have all assigned substitutes available per day.
30. I will not call upon a person to sub for me who is already scheduled for that same date (like Sub # 2 when I am Sub # 1) just in case BCP needs all subs.
31. I will let the Director know if I trade sub dates with another parent so BCP will know who is accountable for the date.

32. If I am unable to fulfill my duties (including days that I or my child are ill), I am responsible for finding a substitute by calling someone **on the purple Substitute Calendar or grey “List of Parents Willing to Work Extra Times.”**
33. I am responsible for the full three hours from 9:00am-12:00noon. If I need to arrive late or leave early (i.e.//driving siblings to other schools), I must find someone to cover the time for me. For safety reasons, BCP avoids leaving one adult alone with children.
34. **If I fail to check in on my assigned day, the first time, I will be assigned another date.**
35. If I fail to check in on my second (or any subsequent assigned dates), I will be assigned another date **and charged a \$30 Substitute Fee** for each assigned date that I fail to check in.

Confidentiality

36. I agree that when I serve as a Substitute, I will treat the growth and development of each individual student as confidential information between the teacher and me, and I will not discuss this information with anyone else.

Snacks

37. I will be assigned several snack days for my **child’s** class. Teachers will provide a calendar. I will provide snack for my **child’s class** according to the snack guidelines in the Parent Handbook.
38. If I forget snack on my day, I will bring in a box of graham crackers or goldfish and a container of juice the next week to replenish the limited back-up supply. I will label it "Bible Church Preschool" and date it (so it does not get thrown away), and put it in Room 104, the downstairs kitchen.

Dismissal

39. BCP reserves the right to dismiss from the program children with apparent special needs, whether or not diagnosed, **after attempting reasonable accommodations in BCP’s discretion if BCP determines that** the needs are beyond the scope and training of BCP staff.
40. I agree that the school has the **right to terminate my child’s enrollment if the obligations as outlined by this Contract** are not met satisfactorily.